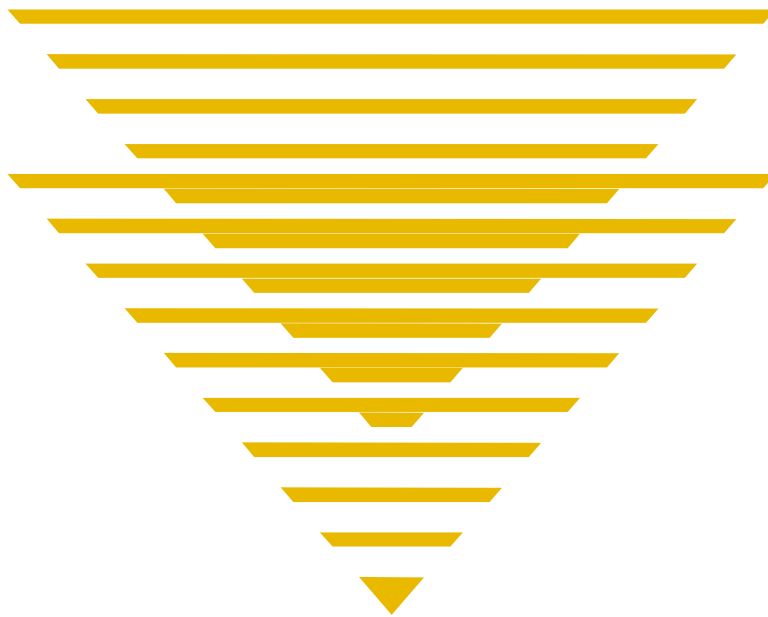




**Indiana**  
*Work in Progress*

# **Fast Facts About Indiana State Government and its Workforce**



**Third Edition**

March 12, 2004

Dear Reader,

I am pleased to present the third edition of "Fast Facts about State Government and its Workforce". This report presents a "snap shot" of financial facts and employment characteristics of Indiana State Government's workforce. The information is presented from a statewide, agency and job family perspective. The majority of the statistics found in this report were obtained from Peoplesoft, our integrated database system.

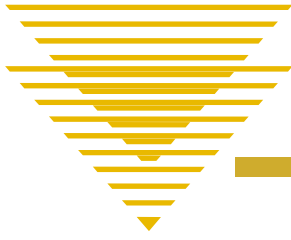
The focus of this workforce report is to provide useful fact-based data on the composition of our workforce, which will enable us to plan for the future. Our number one goal is to attract, develop and retain a dynamic and diversified workforce, empowered and dedicated to providing quality services for the citizens of Indiana. In addition, this report will be able to answer commonly asked questions about our workforce, such as the number of state employees and the minority make up of Indiana State Government's workforce.

I hope that you find our "Fast Facts about State Government and its Workforce" an informative and useful reference tool.

Sincerely,



D. Sue Roberson



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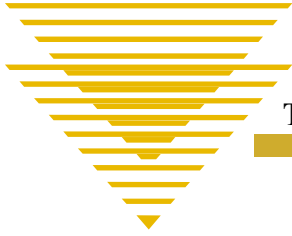
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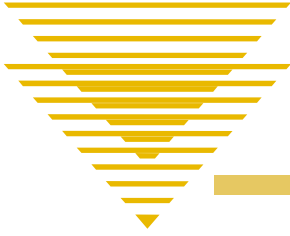
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# INDIANA STATE GOVERNMENT WORKFORCE OVERVIEW

## Introduction

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This section contains employment statistics for the Indiana State Government workforce. The tables and graphs show the number of full-time and part-time employees and show the distribution of employees throughout the state of Indiana.

The following are points of summary for this section:

- As of December 31, 2003, the State of Indiana employed 34,978 full-time employees and 135 part-time employees<sup>1</sup>.
- 35% of the full-time employees are assigned to the Professional EEO-4 job category<sup>2</sup>.
- The single highest concentration of state employees is in Marion County (11,674 full-time employees or 33% of the workforce).
- The Family and Social Services Administration employs 26.82% of state employees and the Department of Correction employs 24.82%

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<sup>1</sup> Data as of 12/31/03. Full-time and part-time employees have an employee status of active or suspended.

<sup>2</sup> EEO-4 category – EEOC occupational category to which a given job class is assigned. There are eight EEO-4 categories.

## Employee Schedule by Agency

Agency	Number of Employees <sup>3</sup>		% to work force
	FT	PT	
Accounts, Bd. of	288	4	0.83%
Adjutant General's Office	292	3	0.84%
Administration, Dept. of	478	2	1.37%
Alcohol and Tobacco Commission	81	4	0.24%
Animal Health, Bd. of	116	0	0.33%
Arts Commission	7	0	0.02%
Attorney General	246	2	0.71%
Auditor of State	64	0	0.18%
Budget Agency	31	1	0.09%
Civil Rights Commission	34	0	0.10%
Clerk of the Supreme & Appellate Courts	13	0	0.04%
Community Service, Commission on	5	1	0.02%
Correction, Dept. of	8,689	26	24.82%
Criminal Justice Institute	29	0	0.08%
Court of Appeals	89	5	0.27%
Education, Dept. of	264	0	0.75%
Education Employment Relations Board	7	2	0.03%
Emergency Management Agency	49	0	0.14%
Environmental Adjudication	2	0	0.01%
Environmental Management, Dept. of	878	7	2.52%

Agency	Number of Employees		% to work force
	FT	PT	
Ethics Commission	4	1	0.01%
Family and Social Services Admin.	9,358	59	26.82%
Financial Institutions, Dept. of	72	0	0.21%
Fire and Building Services	155	0	0.44%
Gaming Commission	26	0	0.07%
Gaming Research	1	0	0.00%
Governor's Planning Council for People with Disabilities	5	0	0.01%
Governor's Voluntary Action Commission	1	0	0.00%
Governor's Office	33	0	0.09%
Health, Dept. of	1,482	4	4.23%
Health Professions Bureau	56	0	0.16%
Historical Bureau	9	0	0.03%
Horse Racing Commission	15	0	0.04%
Human Resource Investment Council	2	0	0.01%
Information Technology Oversight Commission	6	0	0.02%
Insurance, Dept. of	74	0	0.21%
Integrated Public Safety Commission	5	0	0.01%
Judicial Center	20	0	0.06%
Labor, Dept. of	93	0	0.26%
Law Enforcement Training Board	62	0	0.18%

<sup>3</sup> Data as of 12/31/03. FT is all full-time employees. PT is all part-time employees. Full-time and part-time employees have an employee status of active or suspended.

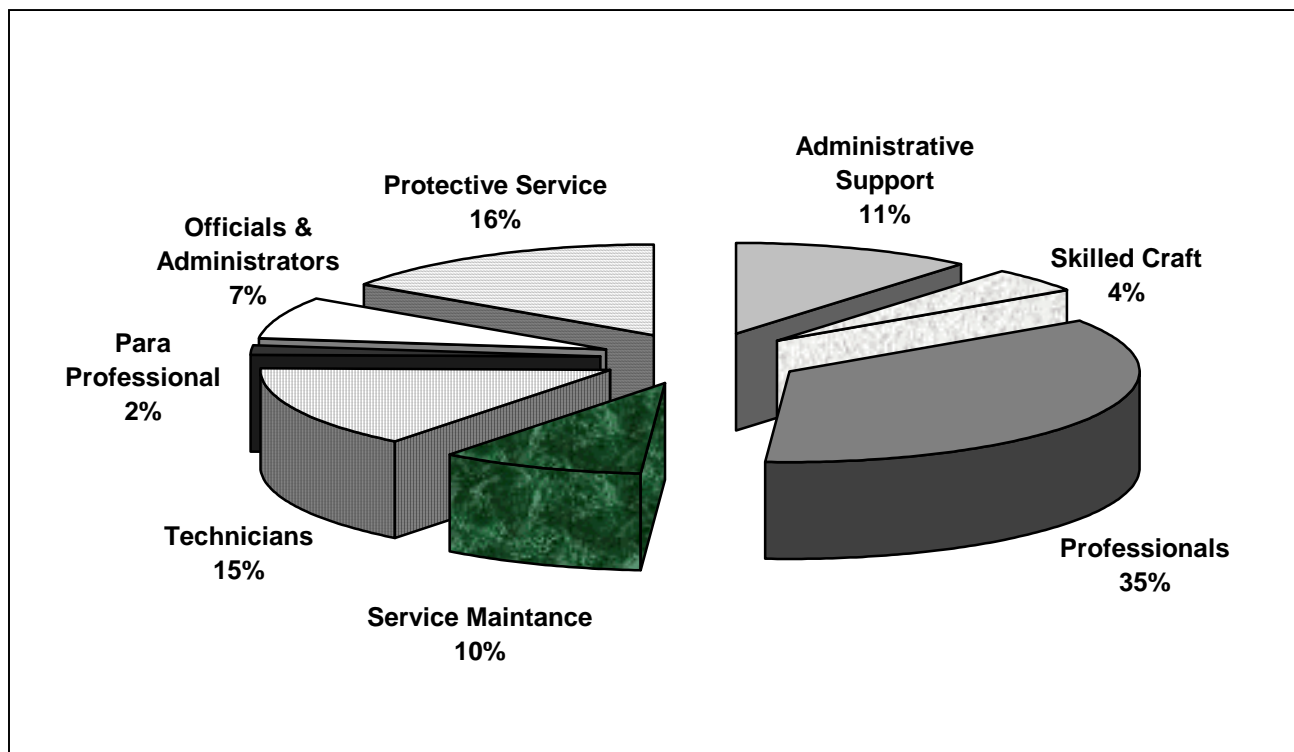
Agency	Number of Employees <sup>4</sup>		% to work force
	FT	PT	
Library	58	3	0.17%
Lieutenant Governor's Office/Commerce	153	1	0.44%
Local Government Finance	61	0	0.17%
Motor Vehicles, Bureau of	420	0	1.20%
Natural Resources, Dept. of	1,467	0	4.18%
Personnel Department	70	1	0.20%
Professional Licensing Agency	33	0	0.09%
Professional Standards Board	27	0	0.08%
Proprietary Education, Comm. on	10	0	0.03%
Prosecuting Attorneys Council	7	0	0.02%
Protection and Advocacy Services Commission	27	0	0.08%
Public Access Counselor	2	0	0.01%
Public Defender Council	9	0	0.03%
Public Defenders Office	62	0	0.18%
Public Employees' Retirement Fund	92	1	0.26%
Public Records, Comm. on	31	1	0.09%
Public Safety Training Institute	22	0	0.06%
Revenue, Dept. of	863	0	2.46%

Agency	Number of Employees		% to work force
	FT	PT	
School for the Blind	180	0	0.51%
School for the Deaf	266	0	0.76%
Secretary of State	65	0	0.19%
State Police	1,825	0	5.20%
State Student Assistance	15	0	0.04%
Supreme Court	110	7	0.33%
Tax Court	5	0	0.01%
Tax Review	19	0	0.05%
Teachers' Retirement Fund	47	0	0.13%
Tobacco Use Prevention and Cessation Board	12	0	0.03%
Transportation, Dept. of	4,645	1	13.23%
Treasurer of State	13	0	0.04%
Utility Consumer Counselor	53	0	0.15%
Utility Regulatory Commission	69	0	0.20%
Veterans' Affairs, Dept. of	13	0	0.04%
War Memorials Commission	22	0	0.06%
Workers' Compensation Board	38	0	0.11%
Workforce Development, Dept. of	1,026	0	2.92%

<sup>4</sup> Data as of 12/31/03. FT is all full-time employees. PT is all part-time employees. Full-time and part-time employees have an employee status of active or suspended.

### Full-time Employees by EEO-4 Category<sup>5</sup>

	<i>Number of Employees</i>	<i>Percent to workforce</i>
Officials and Administrators	2,596	7%
Professionals	12,476	35%
Technicians	5,100	15%
Paraprofessionals	576	2%
Administrative Support	3,859	11%
Skilled Craft	1,537	4%
Service Maintenance	3,352	10%
Protective Service	5,485	16%



<sup>5</sup> Data as of 12/31/03 and is based on full-time employees with an employee status of active or suspended.

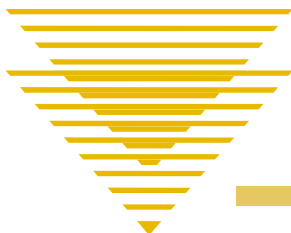


## Distribution of Employees by Work Location<sup>6</sup>

COUNTY	# OF EMPLOYEES	%TOTAL
Adams	29	0.08%
Allen	1,963	5.61%
Bartholomew	161	0.46%
Benton	32	0.09%
Blackford	15	0.04%
Boone	31	0.09%
Brown	60	0.17%
Carroll	22	0.06%
Cass	937	2.68%
Clark	327	0.93%
Clay	31	0.09%
Clinton	49	0.14%
Crawford	21	0.06%
Daviess	55	0.16%
DeKalb	46	0.13%
Dearborn	57	0.16%
Decatur	30	0.09%
Delaware	171	0.49%
Dubois	131	0.37%
Elkhart	217	0.62%
Fayette	87	0.25%
Floyd	257	0.73%
Fountain	27	0.08%
Franklin	66	0.19%
Fulton	21	0.06%
Gibson	28	0.08%
Grant	101	0.29%
Greene	144	0.41%
Hamilton	39	0.11%
Hancock	376	1.07%
Harrison	60	0.17%
Hendricks	1,143	3.27%
Henry	356	1.02%
Howard	115	0.33%
Huntington	66	0.19%
Jackson	421	1.20%
Jasper	62	0.18%
Jay	77	0.22%
Jefferson	500	1.43%
Jennings	541	1.55%
Johnson	175	0.50%
Knox	338	0.97%
Kosciusko	78	0.22%
Lagrange	35	0.10%
Lake	949	2.71%
Laporte	2,274	6.50%
Out-of-State	35	0.10%

COUNTY	# OF EMPLOYEES	%TOTAL
Lawrence	86	0.25%
Madison	1,564	4.47%
Marion	11,674	33.38%
Marshall	118	0.34%
Martin	22	0.06%
Miami	714	2.04%
Monroe	237	0.68%
Montgomery	301	0.86%
Morgan	81	0.23%
Newton	37	0.11%
Noble	82	0.23%
Ohio	14	0.04%
Orange	53	0.15%
Owen	43	0.12%
Parke	371	1.06%
Perry	387	1.11%
Pike	63	0.18%
Porter	174	0.50%
Posey	39	0.11%
Pulaski	102	0.29%
Putnam	720	2.06%
Randolph	48	0.14%
Ripley	95	0.27%
Rush	213	0.61%
Scott	59	0.17%
Shelby	54	0.15%
Spencer	26	0.07%
St. Joseph	681	1.95%
Starke	17	0.05%
Steuben	121	0.35%
Sullivan	872	2.49%
Switzerland	7	0.02%
Tippecanoe	681	1.95%
Tipton	37	0.11%
Union	27	0.08%
Vanderburgh	821	2.35%
Vermillion	27	0.08%
Vigo	287	0.82%
Wabash	60	0.17%
Warren	20	0.06%
Warrick	37	0.11%
Washington	36	0.10%
Wayne	665	1.90%
Wells	47	0.13%
White	36	0.10%
Whitley	36	0.10%
Telecommuters	330	0.94%

<sup>6</sup> Data as of 12/31/03 and is based on full-time employees with an employee status of active or suspended.



## INDIANA STATE GOVERNMENT SALARY DATA

### Introduction

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This section contains charts and graphs with salary information for the state government workforce. The state's workforce covers a wide range of positions. This should be taken into account when reviewing average salaries that include everything from correctional officers and secretaries to agency heads and engineers.

The following is a summary of the points of interest for this section.

- State employees did not receive a General Salary Adjustment during the calendar year 2003; however, a \$1,092.00 cost of health care adjustment was made.
- In 2004, State employees received a General Salary Adjustment of 2% or 25 cents per hour whichever was greater and active full-time employees received an additional flat grant for health care of \$884 annualized.
- The average state employee's annual salary as of:
  - 11/30/03 was \$30,985
  - 03/09/04 was \$32,458
- No job family had an average annual salary less than \$22,748.
- Approximately 50% of the salaries were within the \$20,000 to 29,999 range.
  - As of 11/30/03, 29.25% were within the \$20,000 to \$24,999 range and 21.45% were in the \$25,000 to \$29,999.
  - As of 03/09/04, 26.16% were in the \$20,000 to \$24,999 range and 24.42% were in the \$25,000 to 29,000.
- The average annual salaries by agencies/facilities ranged from \$23,863.45 to \$63,595.74.

**Employees'**  
**General Salary Adjustments**

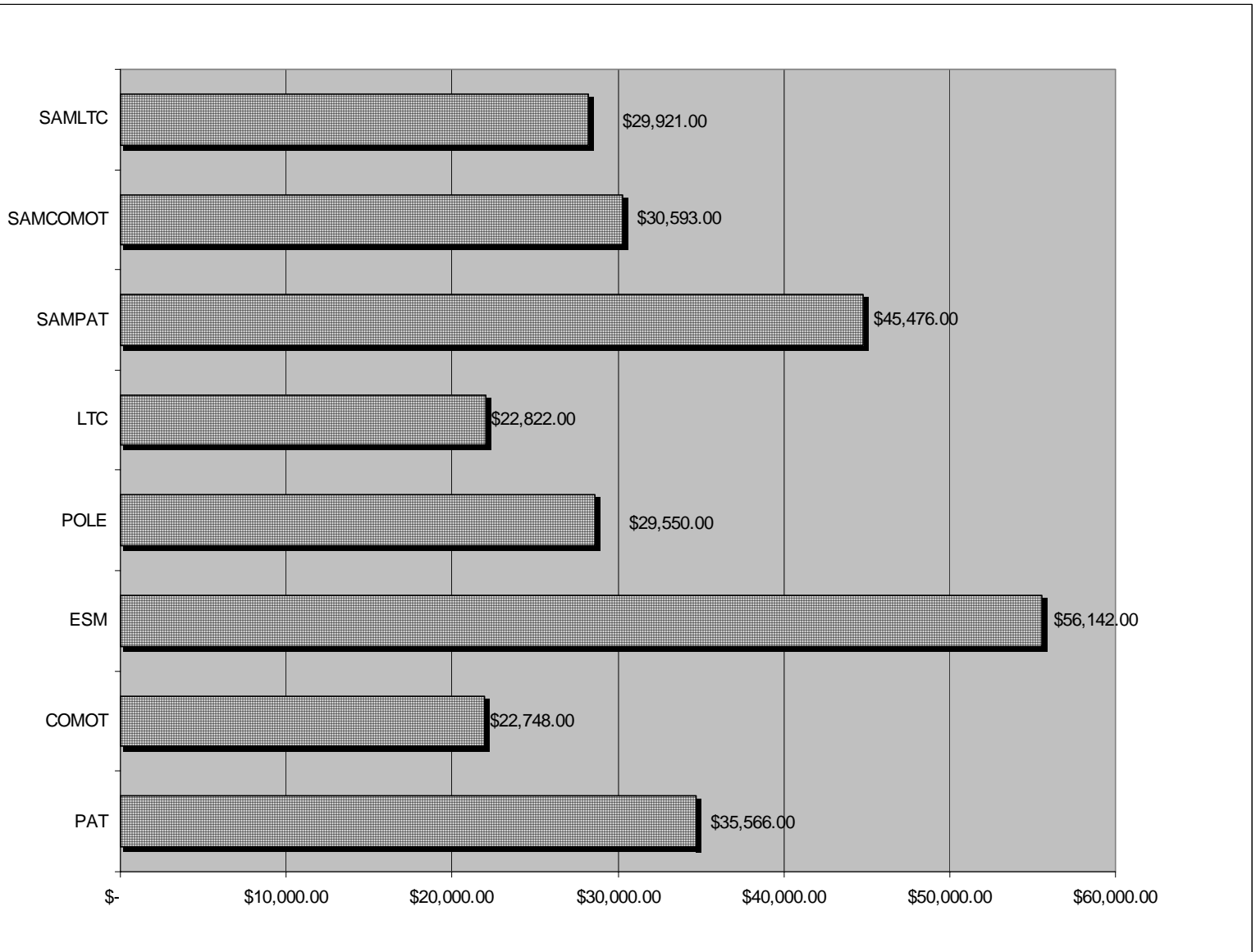
<b>Year</b>	<b>Non-represented*</b>			<b>AFSCME</b>				<b>UNITY</b>	
<b>2000</b>	More than \$21,000 \$19,000 to \$21,000 \$17,000 to \$19,000 \$15,000 to \$17,000 \$15,000 or less	4.5% 5% 6% 7% 8%		4% plus longevity increase	\$200.00 \$300.00 \$400.00 \$500.00 \$600.00 \$700.00	4-6 7-9 10-12 13-15 16-18 19 plus		\$ .75 per hour wage increase	
<b>2001</b>	More than \$21,000 \$19,000 to \$21,000 \$17,000 to \$19,000 \$15,000 to \$17,000 \$15,000 or less	4.5% 5% 6% 7% 8%		4% plus longevity increase	\$200.00 \$300.00 \$400.00 \$500.00 \$600.00 \$700.00	4-6 7-9 10-12 13-15 16-18 19 plus		\$ .60 per hour wage increase.	
<b>2002</b>	No general salary adjustments were made.								
<b>2003</b>	No general salary adjustments were made; however, a \$1,092.00 cost of health care adjustment was made.								
<b>2004</b>	Employees received an increase of 2% or 25 cents per hour whichever was greater and active full-time employees received an additional flat grant for health care of \$884 annualized.								

\*Employees not represented by a union received an increase to their annualized base wage, not to exceed the maximum of the range, in accordance with this schedule.

Note: The general salary adjustment for the executive, scientific, and medical (ESM) job category varied from that of the other non-represented job categories. All employees in the ESM classifications with the exception of those in Executive Broad-banding, received a 4% across the board increase to their annualized base wage, not to exceed the maximum of their range.

Note: Employees who are prevented by the maximum of their new pay range from receiving the full percentage increase to their annualized base wage, received a lump sum payment on the anniversary of their latest hire date. The lump sum payment equals the difference between the wage increase actually received, and the percentage that would have been received based on their annualized salary.

## Average Annual Salary By Job Family<sup>7</sup>



<sup>7</sup> Data as of 11/30/03 and is based on full-time employees with an employee status of active or suspended.

**Full-time Employees' Average Annual Salary  
By State Agency/Facility<sup>8</sup>**

<b>Agency/Facility</b>	<b>Average Salary</b>
Accounts, Board of	\$41,544.42
Adams DFC	\$28,814.22
Adjutant General's Office	\$26,095.43
Administration, Department of	\$31,682.01
Alcoholic & Tobacco Commission	\$39,752.55
Allen DFC	\$27,635.49
Animal Health, Board of	\$32,179.87
Arts Commission	\$37,661.57
Atterbury Correctional Facility	\$27,833.00
Attorney General	\$40,142.34
Auditor of State	\$43,452.53
Bartholomew DFC	\$28,415.77
Benton DFC	\$26,118.08
Blackford DFC	\$27,265.34
Bloomington Juv Correctional Facility	\$28,897.53
Boone DFC	\$27,273.50
Branchville Correctional Facility	\$28,932.44
Brown DFC	\$26,269.77
Budget Agency	\$54,244.37
Camp Summit	\$29,307.10
Carroll DFC	\$24,837.94
Cass DFC	\$26,570.50
Chain O' Lakes Correctional Facility	\$28,216.61
Civil Rights Commission	\$34,471.15
Clark DFC	\$28,823.77
Clay DFC	\$25,997.51
Clerk of the Supreme & Appellate Court	\$35,552.55
Clinton DFC	\$25,527.58
Community Service, Commission on	\$42,948.10
Correction, Department of	\$36,615.65
Correctional Industrial Facility	\$27,798.05
Court of Appeals	\$61,960.32
Crawford DFC	\$28,132.66
Criminal Justice Institute	\$39,648.54
Daviess DFC	\$28,911.24
Dearborn DFC	\$28,263.61
Decatur DFC	\$28,909.29
DeKalb DFC	\$27,692.24
Delaware DFC	\$27,905.22
DuBois DFC	\$30,212.13

<sup>8</sup> Data as of 11/30/03 and is based on full-time employees with an employee status of active or suspended.

<b>Agency/Facility</b>	<b>Average Salary</b>
Edinburgh Correctional Facility	\$28,477.25
Education Employment Relations Board	\$34,673.79
Education, Department of	\$40,958.55
Elkhart DFC	\$27,556.19
Environmental Adjudication	\$40,527.00
Environmental Management, Department of	\$40,873.69
Ethics Commission	\$39,190.13
Evansville Psychiatric Children's Center	\$28,013.00
Evansville State Hospital	\$29,167.29
Family & Social Services Administration	\$36,563.92
Fayette DFC	\$27,763.58
Financial Institutions, Department of	\$49,871.51
Fire & Building Services, Department of	\$31,331.61
Floyd DFC	\$26,429.26
Fountain DFC	\$26,733.18
Franklin DFC	\$24,623.77
FSSA Div of Aging & Rehab Services	\$31,980.86
FSSA Div of Family & Children	\$32,663.32
FSSA Div of Mental Health & Addict	\$39,940.23
Ft Wayne Juvenile Correctional Facility	\$28,548.82
Ft Wayne State Developmental Center	\$23,863.45
Fulton DFC	\$26,123.08
Gaming Commission	\$39,296.15
Gaming Research, Department of	\$40,794.00
Gibson DFC	\$29,281.04
Governor's Plan Council for People w/Disabilities	\$34,947.90
Governor's Office	\$49,938.51
Governor's Voluntary Action Comm	\$34,320.00
Grant DFC	\$28,344.44
Greene DFC	\$27,674.67
Hamilton DFC	\$29,347.94
Hancock DFC	\$27,903.61
Harrison DFC	\$28,654.19
Health Professions Bureau	\$30,082.47
Health, Department of	\$36,402.36
Hendricks DFC	\$29,596.73
Henry DFC	\$27,516.52
Henryville Correctional Facility	\$29,257.30
Historical Bureau	\$28,780.24
Horse Racing Commission	\$36,071.10
Howard DFC	\$27,714.38
Human Resource Investment Council	\$46,909.98
Huntington DFC	\$29,105.03
Indianapolis Juvenile Correctional Facility	\$31,765.83
Indianapolis Men's Work Release	\$27,465.02
Indianapolis Women's Work Release	\$27,456.32

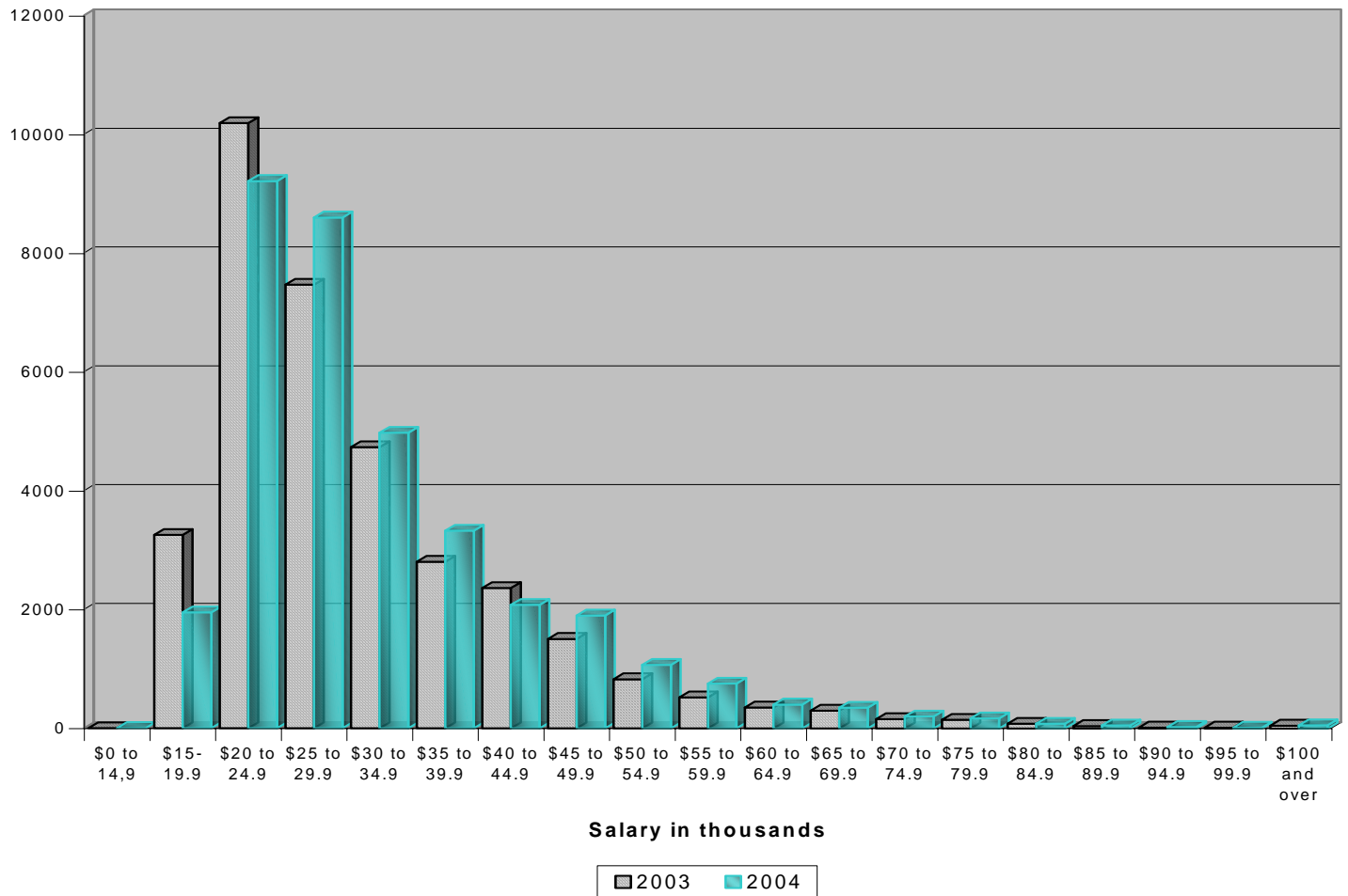
<b>Agency/Facility</b>	<b>Average Salary</b>
Information Technology Oversight Commission	\$60,281.09
Insurance, Department of	\$33,741.12
Integrated Public Safety Commission	\$49,484.50
Jackson DFC	\$27,167.87
Jasper DFC	\$27,217.71
Jay DFC	\$26,879.38
Jefferson DFC	\$29,084.58
Jennings DFC	\$28,943.41
Johnson DFC	\$27,305.62
Judicial Center	\$51,476.11
Knox DFC	\$26,419.31
Kosciusko DFC	\$29,278.22
Labor, Department of	\$33,707.17
LaGrange DFC	\$28,608.84
Lake DFC	\$27,874.91
Lakeside Correctional Facility	\$28,918.11
LaPorte DFC	\$27,297.34
Larue Carter Memorial Hospital	\$29,001.88
Law Enforcement Training Board	\$28,618.79
Lawrence DFC	\$28,420.06
Library	\$31,772.17
Lieutenant Governor's Office	\$41,605.93
Local Government Finance, Department of	\$43,155.86
Logansport Juvenile Intake/Diag Facility	\$26,780.24
Logansport State Hospital	\$26,549.83
Madison Correctional Facility	\$28,188.75
Madison DFC	\$28,971.59
Madison State Hospital	\$30,428.77
Marion DFC	\$27,376.73
Marshall DFC	\$27,794.98
Martin DFC	\$25,335.15
Maximum Control Facility	\$26,381.12
Medaryville Correctional Facility	\$29,976.82
Miami Correctional Facility	\$25,720.60
Miami DFC	\$28,980.25
Monroe DFC	\$28,166.35
Montgomery DFC	\$26,140.20
Morgan DFC	\$27,542.36
Motor Vehicles, Bureau of	\$26,256.18
Muscatatuck State Developmental Center	\$24,654.47
Natural Resources, Department of	\$35,226.41
New Castle Correctional Facility	\$28,058.09
Newton DFC	\$25,967.50
Noble DFC	\$27,330.80
North Central Juvenile Correctional Facility	\$29,516.21
Northeast Juvenile Correctional Facility	\$30,257.40

<b>Agency/Facility</b>	<b>Average Salary</b>
Ohio DFC	\$26,080.60
Orange DFC	\$28,847.00
Owen DFC	\$27,198.45
Parke DFC	\$29,418.22
Pendleton Correctional Facility	\$28,503.64
Pendleton Juvenile Correctional Facility	\$29,377.16
Perry DFC	\$27,227.89
Personnel Department	\$36,439.74
Pike DFC	\$29,733.17
Plainfield Correctional Facility	\$29,319.74
Plainfield Juvenile Correctional Facility	\$31,222.92
Porter DFC	\$27,869.31
Posey DFC	\$27,310.56
Professional Licensing Agency	\$29,463.00
Professional Standards Board	\$32,089.46
Proprietary Education	\$34,453.55
Prosecuting Attorney Council	\$48,534.83
Protection Advocacy Services Commission	\$33,976.93
Public Access Counselor	\$55,487.25
Public Defender Council	\$55,865.04
Public Defenders Office	\$52,282.34
Public Employees' Retirement Fund	\$40,278.10
Public Records, Commission on	\$25,317.40
Public Safety Training Institute	\$26,899.97
Pulaski DFC	\$28,007.69
Putnam DFC	\$27,497.95
Putnamville Correctional Facility	\$28,199.68
Randolph DFC	\$28,250.53
Reception Diagnostic Center	\$26,891.03
Revenue, Department of	\$33,234.70
Richmond State Hospital	\$29,743.20
Ripley DFC	\$27,788.93
Rockville Correctional Facility	\$27,531.21
Rush DFC	\$26,081.42
School for the Blind	\$35,242.12
School for the Deaf	\$37,721.98
Scott DFC	\$28,754.33
Secretary of State	\$29,161.75
Shelby DFC	\$28,250.44
Silvercrest Children's Develop Center	\$28,754.38
Soldier & Sailors Children's Home	\$30,352.12
South Bend Juvenile Correctional Facility	\$30,608.59
South Bend Work Release	\$27,264.17
Spencer DFC	\$29,436.16
St Joseph DFC	\$26,912.41
Starke DFC	\$28,943.44

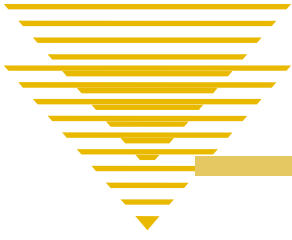


<b>Agency/Facility</b>	<b>Average Salary</b>
State Emergency Management Agency	\$35,445.08
State Police	\$37,314.62
State Prison	\$27,348.36
State Student Assistance	\$42,905.82
Steuben DFC	\$27,492.05
Sullivan DFC	\$27,532.48
Supreme Court	\$51,741.66
Switzerland DFC	\$26,275.08
Tax Court	\$63,595.74
Tax Review, Board of	\$42,190.14
Teachers' Retirement Fund	\$46,484.93
Tippecanoe DFC	\$26,915.97
Tipton DFC	\$27,675.24
Tobacco Use Prevention and Cessation Board	\$46,296.29
Transportation, Department of	\$28,464.59
Treasurer of State	\$40,994.80
Union DFC	\$29,942.25
Utility Consumer Counsel	\$45,620.33
Utility Regulatory Commission	\$50,621.70
Vanderburgh DFC	\$27,899.07
Vermillion DFC	\$28,023.78
Veterans Affairs, Department of	\$33,196.46
Veterans Home	\$24,758.24
Vigo DFC	\$27,241.47
Wabash DFC	\$27,578.24
Wabash Valley Correctional Facility	\$26,361.68
War Memorials Commission	\$25,532.43
Warren DFC	\$28,192.13
Warrick DFC	\$29,003.65
Washington DFC	\$27,769.63
Wayne DFC	\$26,756.91
Wells DFC	\$27,943.26
Westville Correctional Facility	\$27,657.80
White DFC	\$27,446.79
Whitley DFC	\$27,452.02
Women's Prison	\$29,443.62
Workers' Compensation Board	\$29,455.52
Workforce Development, Dept. of	\$30,922.97

## Distribution of Employees by Annual Salary<sup>9</sup>



<sup>9</sup> Data is based on full-time employees with an employee status of active or suspended. 2003 data is as of 11/30/03 and 2004 data is as of 3/9/04



## INDIANA STATE GOVERNMENT ETHNIC / GENDER

### Introduction

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The State of Indiana is committed to equal employment opportunity and ensuring that the state's employment practices are non-discriminatory. Several charts and tables are included which analyze our workforce by gender and race.

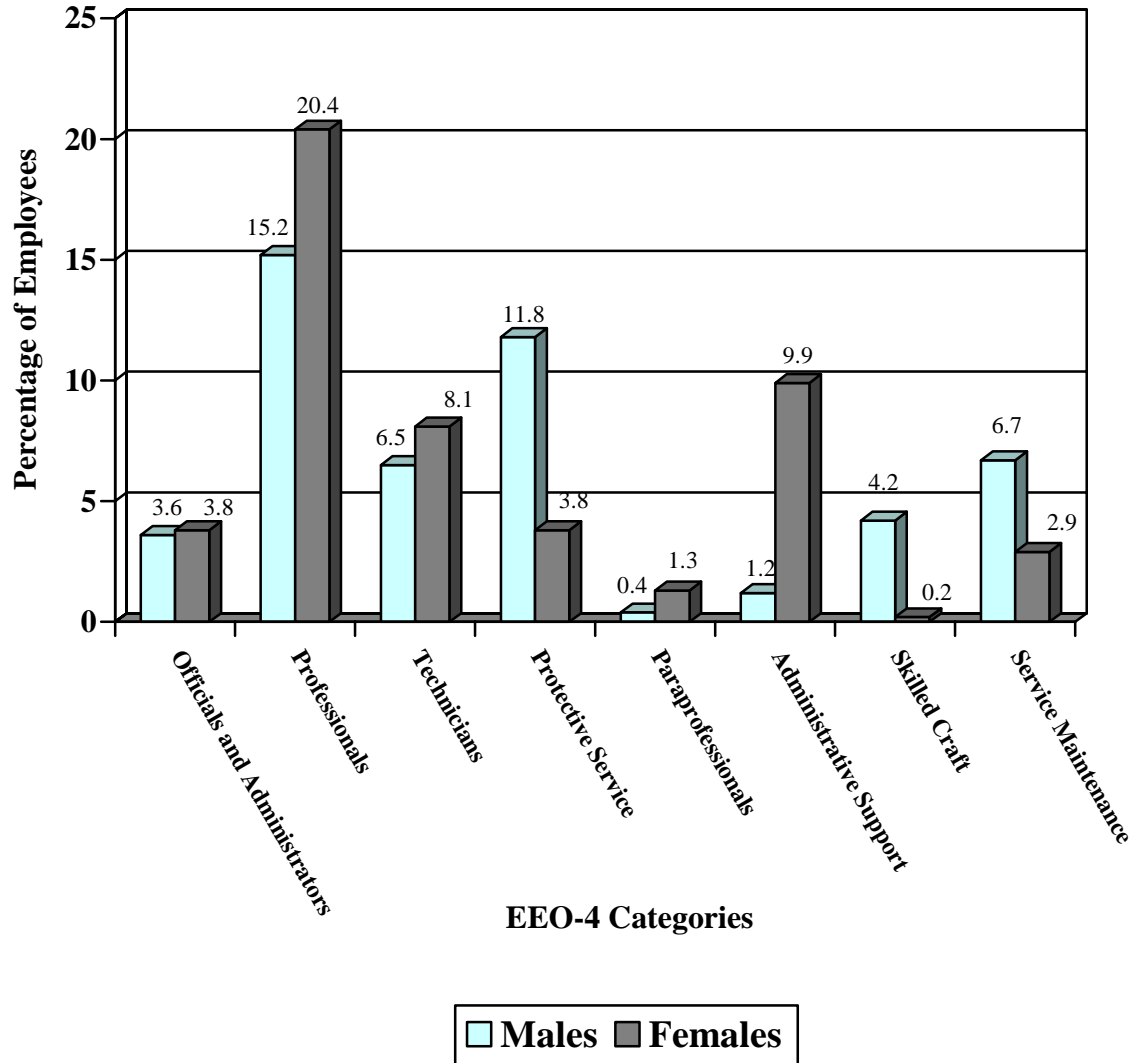
This section shows that:

- Indiana State Government's full-time female employees make up approximately 50.4% of the workforce.
- Indiana State Government's full-time minorities make up approximately 16.7% of the workforce.
- Indiana's 2000 general demographics for females is 51% and 12.7% for minorities.<sup>10</sup>

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<sup>10</sup> Data Source: U.S. Census Bureau 2000, [www.stats.indiana.edu](http://www.stats.indiana.edu) .

**Full-time Employees'<sup>11</sup>**  
**Gender<sup>12</sup> by EEO-4 Category<sup>13</sup>**

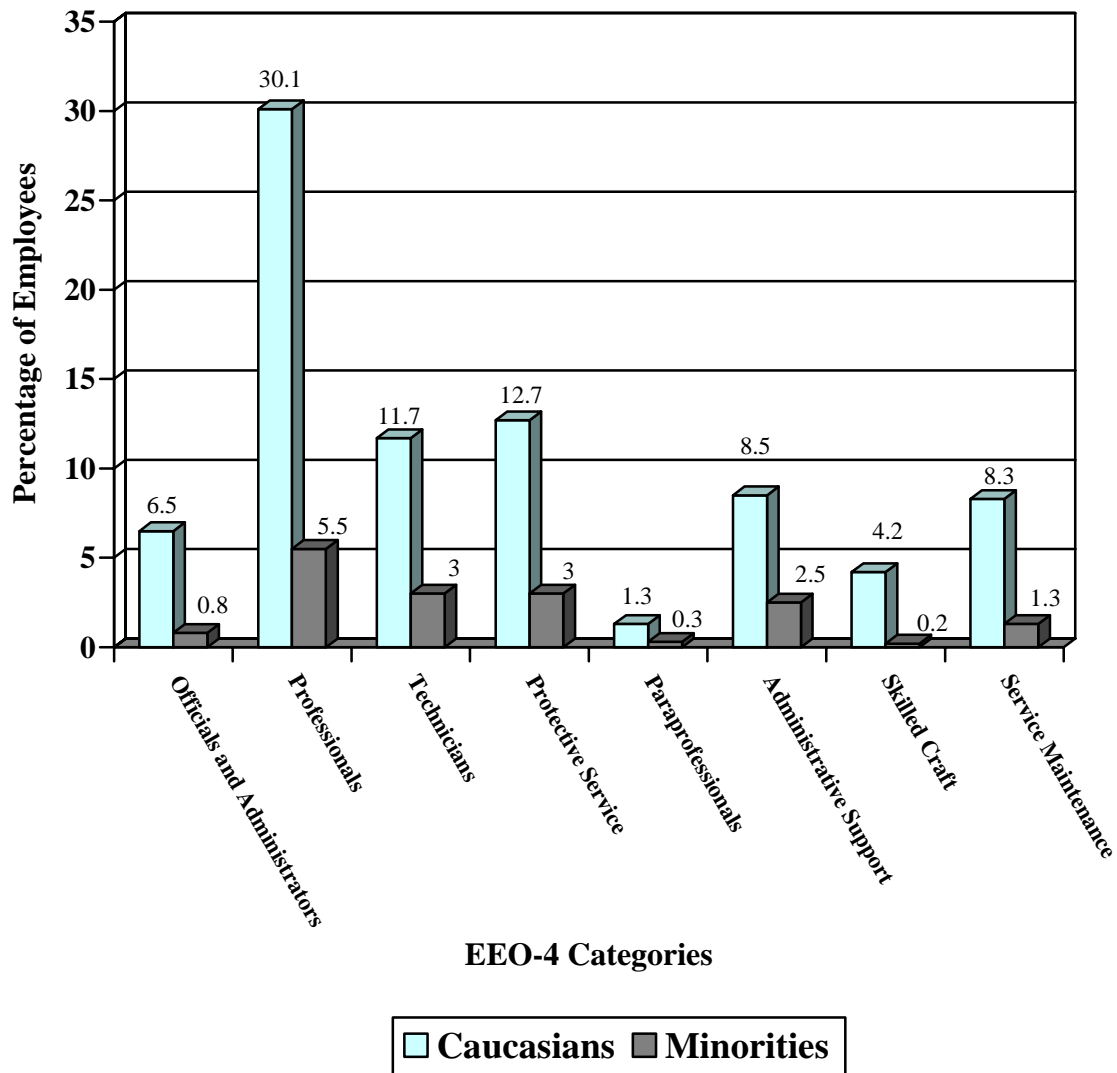


<sup>11</sup> Data is as of 12/31/03 and is based on full-time employees with an employee status of active or suspended.

<sup>12</sup> Gender figures are based on self-reporting by employees.

<sup>13</sup> EEO-4 Category - EEOC occupational category to which a given job class is assigned. There are eight EEO-4 categories.

**Full-Time Minority<sup>14</sup> Employees<sup>15</sup>  
By EEO-4 Category<sup>16</sup>**



<sup>14</sup> Minority includes Black, Hispanic, Asian, and American Indian. Racial figures are based on self-reporting by employees.

<sup>15</sup> Data as of 12/31/03 and is based on full-time employees with an employee status of active or suspended.

<sup>16</sup> EEO-4 Category - EEOC occupational category to which a given job class is assigned. There are eight EEO-4 categories.

**Appointments<sup>17</sup>, Promotions<sup>18</sup>, Separations<sup>19</sup>  
By Gender and Ethnic/Racial Group<sup>20</sup>**

Racial/ Ethnic Category	Appointments				Promotions				Separations			
	Male		Female		Male		Female		Male		Female	
	#	%	#	%	#	%	#	%	#	%	#	%
<b>White</b>	2,058	39.33%	1,926	36.81%	1,463	46.89%	1,123	35.99%	2,235	41.63%	2,059	38.35%
<b>Black</b>	366	7.00%	572	10.93%	149	4.78%	286	9.17%	359	6.69%	545	10.15%
<b>Hispanic</b>	43	0.82%	37	0.71%	17	0.54%	16	0.51%	35	0.65%	38	0.71%
<b>Asian</b>	23	0.44%	30	0.57%	19	0.61%	19	0.61%	13	0.24%	21	0.39%
<b>American Indian</b>	5	0.10%	8	0.15%	1	0.03%	2	0.06%	3	0.06%	7	0.13%
<b>Not Self-Reported<sup>21</sup></b>	82	1.57%	82	1.57%	14	0.45%	11	0.35%	31	0.58%	23	0.43%
<b>TOTAL</b>	2,577	49.25%	2,655	50.75%	1,663	53.30%	1,457	46.70%	2,676	49.84%	2,693	50.16%

<sup>17</sup> Appointments: Hires and Rehires

<sup>18</sup> Promotions: Promotions to new position

<sup>19</sup> Separations: Retirements and Terminations

<sup>20</sup> Data is based on employment actions involving full-time regular employees from January 1, 2003 – December 31, 2003.

<sup>21</sup> Gender and racial figures are based on self-reporting by employees.

## Ethnic/Racial Distribution Compared to Indiana's General Population

<b>Ethnic/Racial Category</b>	<b>Percentage of Full-Time State Employees<sup>22</sup></b>	<b>Percentage of Indiana 's General Population<sup>23</sup></b>
White	83.29%	87.5%
Black	14.37%	8.4%
Hispanic	1.06%	3.5%
Asian	1.05%	1.0%
American Indian	0.23%	0.3%

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<sup>22</sup> Data is as of 12/31/03 and is based on full-time employees with an employee status of active or suspended. Racial figures are based on self-reporting by employees.

<sup>23</sup> Indiana's general population statistics are derived from the U.S. Census Bureau's 2000 statistics, as reported November 2, 2001, on the website: STATS Indiana Profile, [www.stats.indiana.edu/profiles/pr18000.html](http://www.stats.indiana.edu/profiles/pr18000.html) . (Hispanic can be of any race.) In addition, there were 1.2% reporting more than one race.

## Ethnic/Racial Distribution by Agency<sup>24</sup>

Agency	Number of Employees	White		Black		Hispanic		Asian		American Indian	
Accounts, Dept. of	288	269	93.40%	14	4.86%	2	0.69%	2	0.69%	0	0.00%
Adjutant General's Office	292	279	95.55%	9	3.08%	0	0.00%	3	1.03%	1	0.34%
Administration, Dept. of	478	370	77.41%	90	18.83%	4	0.84%	10	2.09%	1	0.21%
Alcohol & Tobacco Comm.	81	70	86.42%	8	9.88%	0	0.00%	1	1.23%	0	0.00%
Animal Health	116	110	94.83%	2	1.72%	1	0.86%	3	2.59%	0	0.00%
Arts Commission	7	5	71.43%	2	28.57%	0	0.00%	0	0.00%	0	0.00%
Attorney General	246	130	52.85%	26	10.57%	1	0.41%	4	1.63%	1	0.41%
Auditor of State	64	56	87.50%	4	6.25%	0	0.00%	2	3.13%	0	0.00%
Budget Agency	31	26	83.87%	2	6.45%	1	3.23%	1	3.23%	0	0.00%
Civil Rights Commission	34	18	52.94%	14	41.18%	2	5.88%	0	0.00%	0	0.00%
Clerk Supreme & Appellate Courts	13	10	76.92%	3	23.08%	0	0.00%	0	0.00%	0	0.00%
Community Service	5	4	80.00%	1	20.00%	0	0.00%	0	0.00%	0	0.00%
Correction, Dept. of	8665	7097	81.90%	1376	15.88%	103	1.19%	30	0.35%	24	0.28%
Court of Appeals	89	78	87.64%	8	8.99%	1	1.12%	0	0.00%	0	0.00%
Criminal Justice Institute	29	24	82.76%	3	10.34%	2	6.90%	0	0.00%	0	0.00%
Education, Dept. of	264	228	86.36%	28	10.61%	3	1.14%	4	1.52%	0	0.00%
Education Employ Rel. Bd.	7	7	100.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
Environmental Adjudication	2	1	50.00%	1	50.00%	0	0.00%	0	0.00%	0	0.00%
Environmental Management	878	739	84.17%	60	6.83	9	1.03%	49	5.58%	8	0.91%
Ethics Commission	4	4	100.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
Family & Social Services Administration	9355	7053	75.39%	2092	22.36%	115	1.23%	67	0.72%	12	0.13%
Financial Institutions	72	68	94.44%	3	4.17%	0	0.00%	1	1.39%	0	0.00%
Fire & Building Services	155	135	87.10%	16	10.32%	2	1.29%	1	0.65%	1	0.65%
Gaming Commission	26	23	88.46%	2	7.69%	0	0.00%	1	3.85%	0	0.00%
Gaming Research	1	1	100.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
Gov. Planning Council for People w/Disabilities	5	4	80.00%	0	0.00%	0	0.00%	1	20.00%	0	0.00%
Gov. Voluntary Action Comm.	1	1	100.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
Governor's Office	33	28	84.85%	5	15.15%	0	0.00%	0	0.00%	0	0.00%
Health, Department of	1482	1262	85.16%	163	11.00%	12	0.81%	37	2.50%	4	0.27%
Health Professions Bureau	56	36	64.29%	17	30.36%	0	0.00%	2	3.57%	0	0.00%
Historical Bureau	9	9	100.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
Horse Racing Commission	15	15	100.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
Human Resource Investment Council	2	2	100.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
Info. Tech. Oversight Comm.	6	6	100.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
Insurance	74	57	77.03%	11	14.86%	1	1.35%	1	1.35%	0	0.00%
Integrated Public Safety	5	5	100.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
Judicial Center	20	17	85.00%	1	5.00%	0	0.00%	1	5.00	0	0.00%
Labor, Department of	93	86	92.47%	4	4.30%	1	1.08%	2	2.15%	0	0.00%
Law Enforcement Trng Bd.	62	60	96.77%	2	6.45%	0	0.00%	0	0.00%	0	0.00%
Library	58	46	79.31%	9	15.52%	0	0.00%	2	3.45%	1	1.72%

<sup>24</sup> Data is as of 12/31/03 and is based on full-time employees with an employee status of active or suspended. Racial figures are based on self-reporting when provided by employees.



## Ethnic/Racial Distribution by Agency<sup>25</sup>

### Continued

Agency	Number of Employees	White		Black		Hispanic		Asian		American Indian	
Lieutenant Governor's Office	153	117	76.47%	21	13.73%	2	1.31%	3	1.96%	1	0.65%
Local Government Finance	61	55	90.16%	3	4.92%	0	0.00%	2	3.28%	0	0.00%
Motor Vehicles, Bureau of	420	324	77.14%	82	19.52%	4	0.95%	4	0.95%	2	0.48%
Natural Resources, Dept. of	1467	1416	96.52%	33	2.25%	3	0.20%	10	0.68%	4	0.27%
Personnel Department	70	52	74.29%	14	20.00%	2	2.86%	1	1.43%	1	1.43%
Professional Licensing Agency	33	27	81.82%	6	18.18%	0	0.00%	0	0.00%	0	0.00%
Professional Standards Bd.	27	21	77.78%	6	22.22%	0	0.00%	0	0.00%	0	0.00%
Proprietary Education	10	9	90.00%	1	10.00%	0	0.00%	0	0.00%	0	0.00%
Prosecuting Attorney Cncl.	7	7	100.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
Protection & Advocacy Services Comm.	27	21	77.78%	4	14.81%	0	0.00%	0	0.00%	0	0.00%
Public Access Counselor	2	2	100.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
Public Defender Council	9	6	66.67%	2	22.22%	0	0.00%	0	0.00%	0	0.00%
Public Defenders Office	62	50	80.65%	9	14.52%	1	1.61%	2	3.23%	0	0.00%
Public Employees Retirement Fund	92	72	78.26%	18	19.57%	2	2.17%	0	0.00%	0	0.00%
Public Records	31	27	87.10%	2	6.45%	0	0.00%	1	3.23%	0	0.00%
Public Safety Training Inst.	22	19	86.36%	2	9.09%	0	0.00%	1	4.55%	0	0.00%
Revenue	863	718	83.20%	120	13.90%	5	0.58%	17	1.97%	0	0.00%
School for the Blind	180	129	71.67%	48	26.67%	2	1.11%	1	0.56%	0	0.00%
School for the Deaf	266	196	73.68%	48	18.05%	2	0.75%	3	1.13%	0	0.00%
Secretary of State	65	36	55.38%	2	3.08%	0	0.00%	2	3.08%	0	0.00%
St. Emergency Mgmt Agency	49	45	91.84%	3	6.12%	0	0.00%	1	2.04%	0	0.00%
State Police	1825	1635	89.59%	156	8.55%	15	0.82%	6	0.33%	5	0.27%
State Student Assistance	15	9	60.00%	4	26.67%	0	0.00%	2	13.33%	0	0.00%
Supreme Court	110	85	77.27%	11	10.00%	0	0.00%	2	1.82%	0	0.00%
Tax Court	5	4	80.00%	1	20.00%	0	0.00%	0	0.00%	0	0.00%
Tax Review	19	17	89.47%	1	5.26%	0	0.00%	0	0.00%	0	0.00%
Teachers Retirement Fund	47	27	57.45%	11	23.40%	0	0.00%	5	10.64%	0	0.00%
Tobacco Use Prevention and Cessation Board	12	8	66.67%	3	25.00%	0	0.00%	0	0.00%	0	0.00%
Transportation	4648	4251	91.46%	223	4.80%	54	1.16%	64	1.38%	11	0.24%
Treasurer of State	13	10	76.92%	2	15.38%	0	0.00%	0	0.00%	0	0.00%
Utility Consumer Counselor	54	49	90.74%	4	7.41%	0	0.00%	0	0.00%	0	0.00%
Utility Regulatory Comm.	69	53	76.81%	5	7.25%	0	0.00%	0	0.00%	0	0.00%
Veterans Affairs	13	11	84.62%	0	0.00%	1	7.69%	0	0.00%	0	0.00%
War Memorials Commission	22	14	63.64%	3	13.64%	0	0.00%	0	0.00%	0	0.00%
Workers' Compensation Bd.	38	26	68.42%	9	23.68%	0	0.00%	1	2.63%	0	0.00%
Workforce Development, Dept. of	1026	849	82.75%	144	14.04%	16	1.56%	10	0.97%	3	0.29%

<sup>25</sup> Data is as of 12/31/03 and is based on full-time employees with an employee status of active or suspended. Racial figures are based on self-reporting when provided by employees.



## INDIANA STATE GOVERNMENT AGE AND YEARS OF SERVICE

### Introduction

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This section contains charts and graphs of the age and length of service of Indiana's Government workforce. Statistics suggest that there will be a dramatic increase in the number of retirements within the next few years because the baby boomers are aging.

The data on the following pages demonstrate that the "aging out" of the current state workforce will be manageable and perhaps less dramatic than many expect.

The following is a summary of the points of interest for this section:

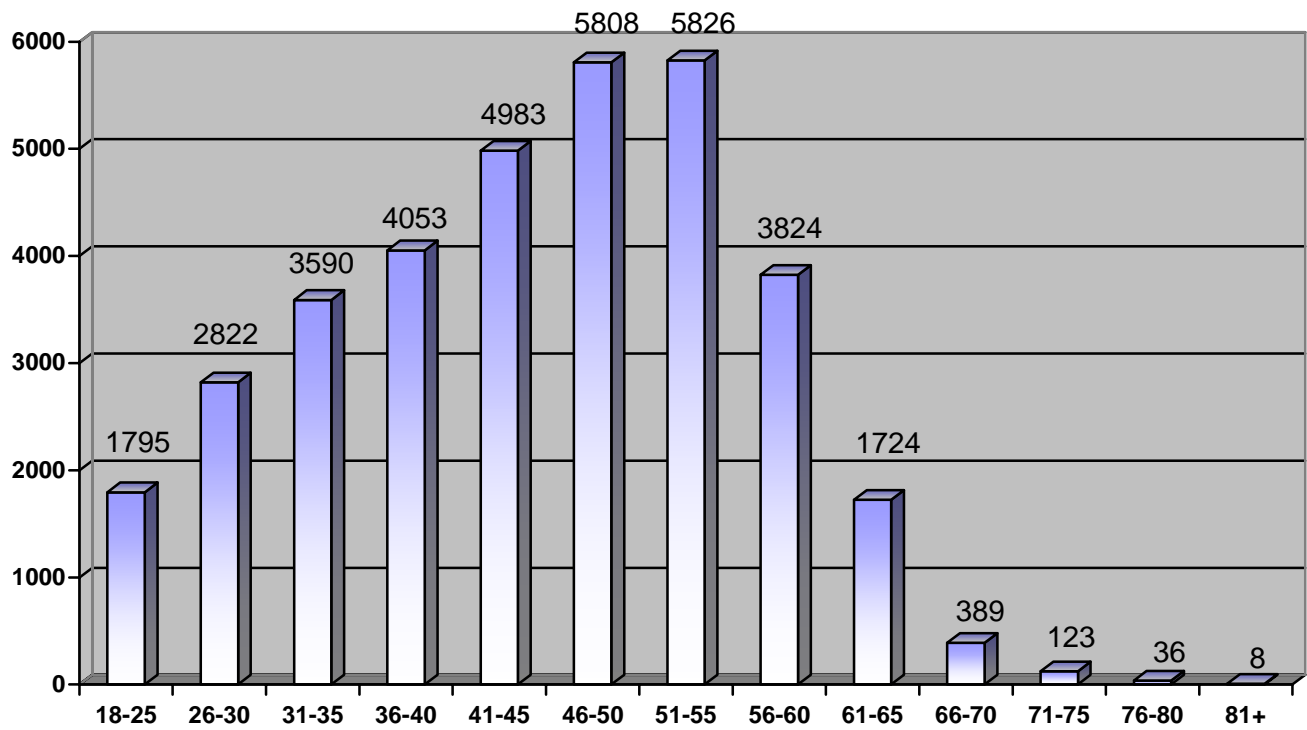
- The average length of service for State employees is 11 years.
- Males were, on average, 45 years old and worked for the State for 12 years.
- Females were, on average, 45 years old and worked for the State for 11 years.
- Over 54% of the total workforce were 45 years of age and over, of which 37% are age 50 or over.
- Minorities were, on average, 42 years old and worked for the State for 9 years.
- Non-Minorities were, on average, 45 years old and worked for the State for 12 years.
- The median age for the State's workforce is 46. Indiana's 2005 population projection for median age is 36.<sup>26</sup> The median age of Indiana's labor force for 2002 is 40.<sup>27</sup>

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<sup>26</sup> Stats Indiana, [www.stats.indiana.edu](http://www.stats.indiana.edu) .

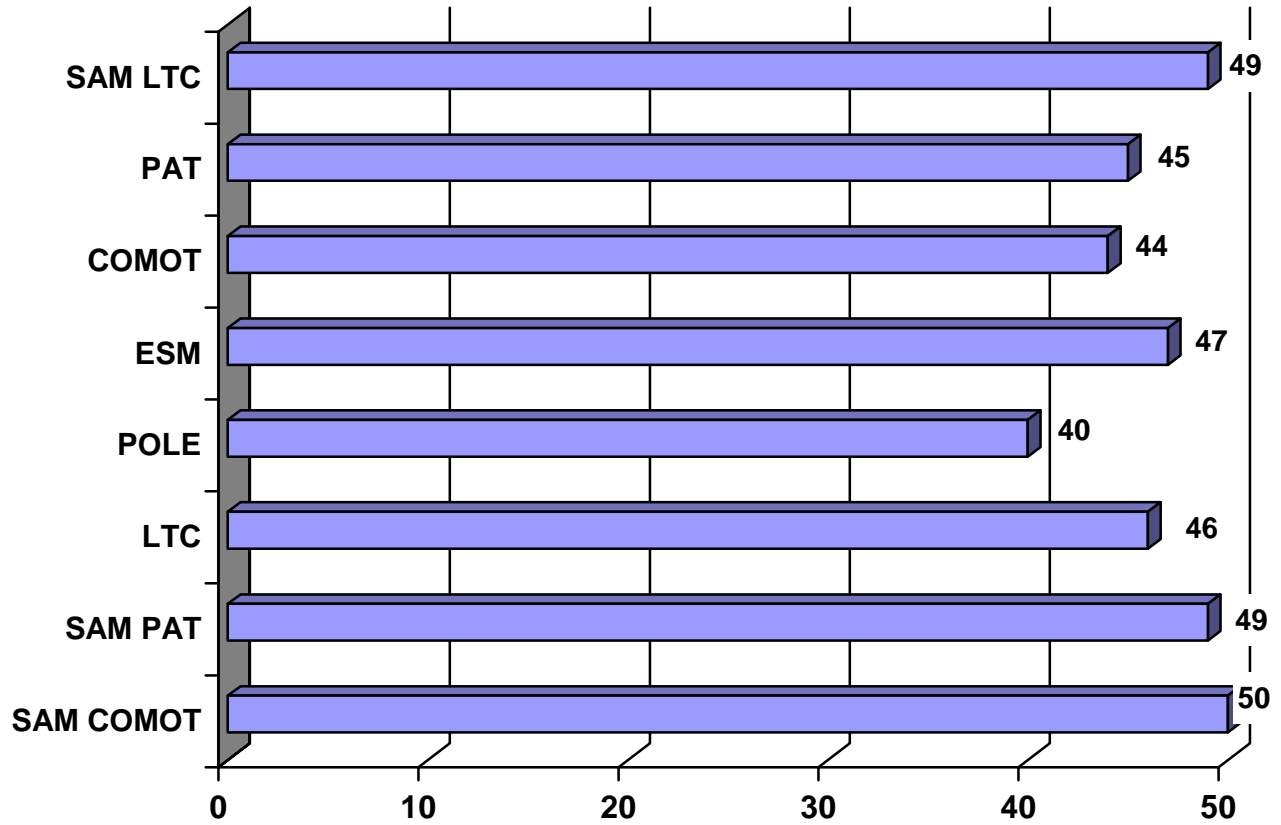
<sup>27</sup> U.S. Department of Labor, Bureau of Labor Statistics, [www.bls.gov](http://www.bls.gov) .

**Distribution of  
State Government Employees  
by Age<sup>28</sup>**



<sup>28</sup> Data as of 12/31/03 and is based on full-time employees with an employee status of active or suspended.

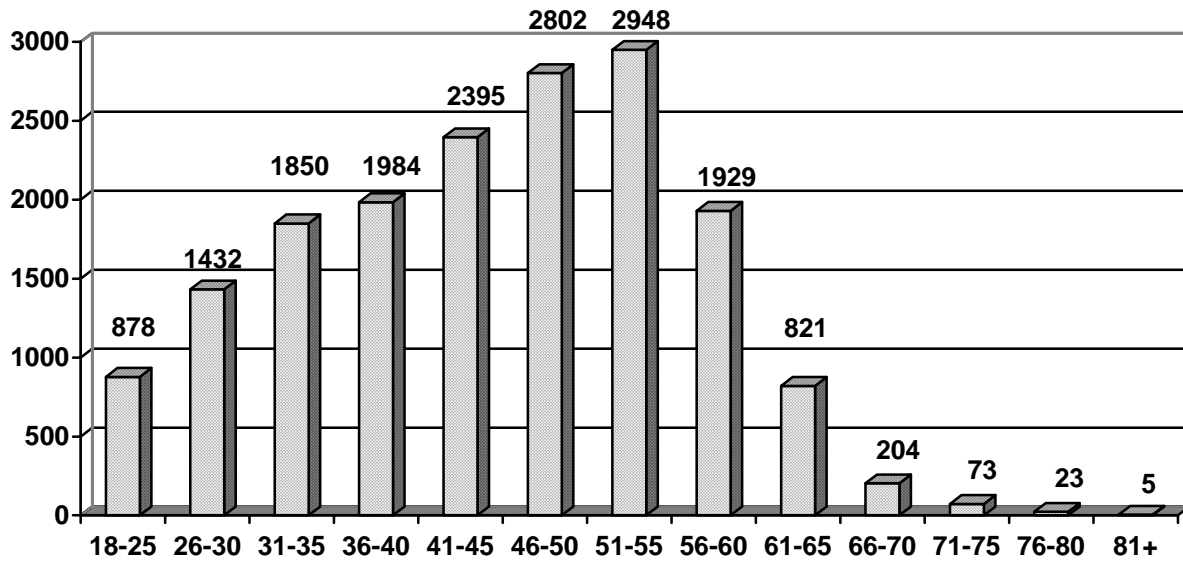
**Average Age<sup>29</sup> of State Government Employees  
By Job Family**



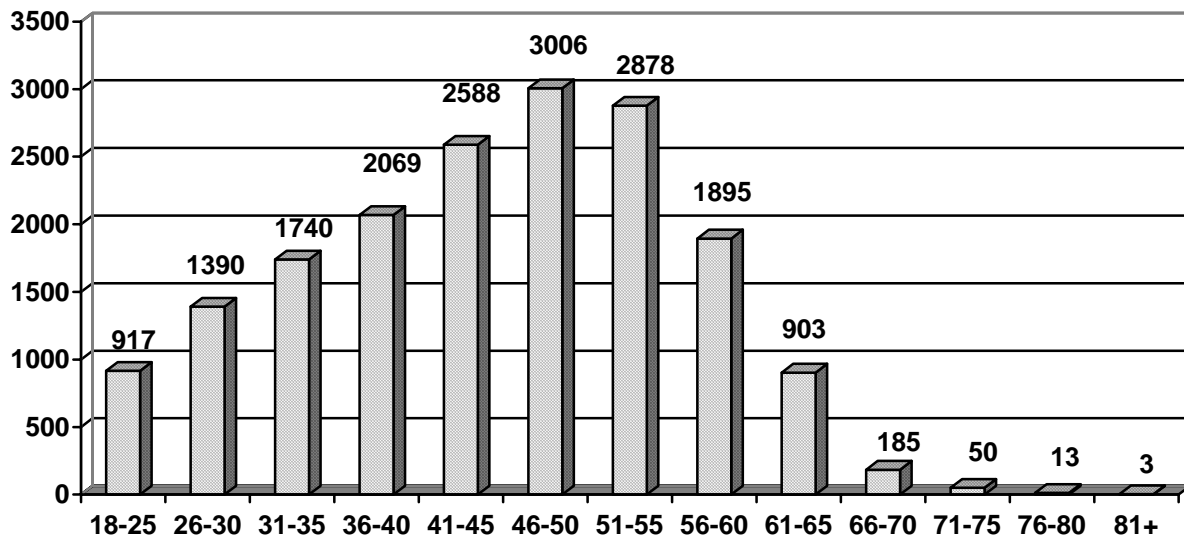
<sup>29</sup> Data as of 12/31/03 and is based on full-time employees with an employee status of active or suspended.

## Age Distribution<sup>30</sup> of Employees by Gender

### MALE



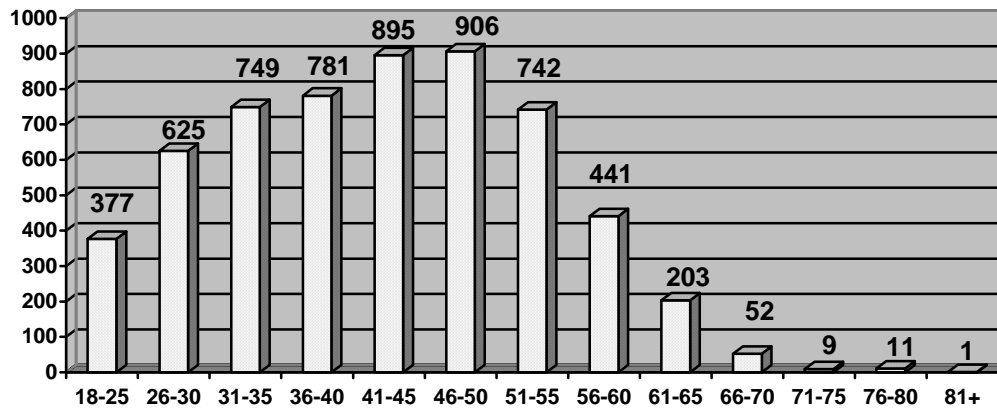
### FEMALE



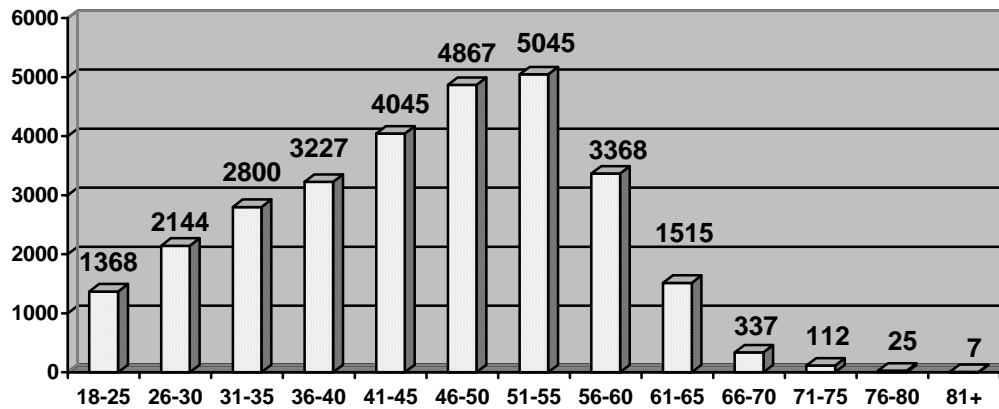
<sup>30</sup> Data as of 12/31/03 and is based on full-time employees with an employee status of active or suspended.

## Age Distribution<sup>31</sup> of Employees by Minority Status<sup>32</sup>

Minority \_\_\_\_\_



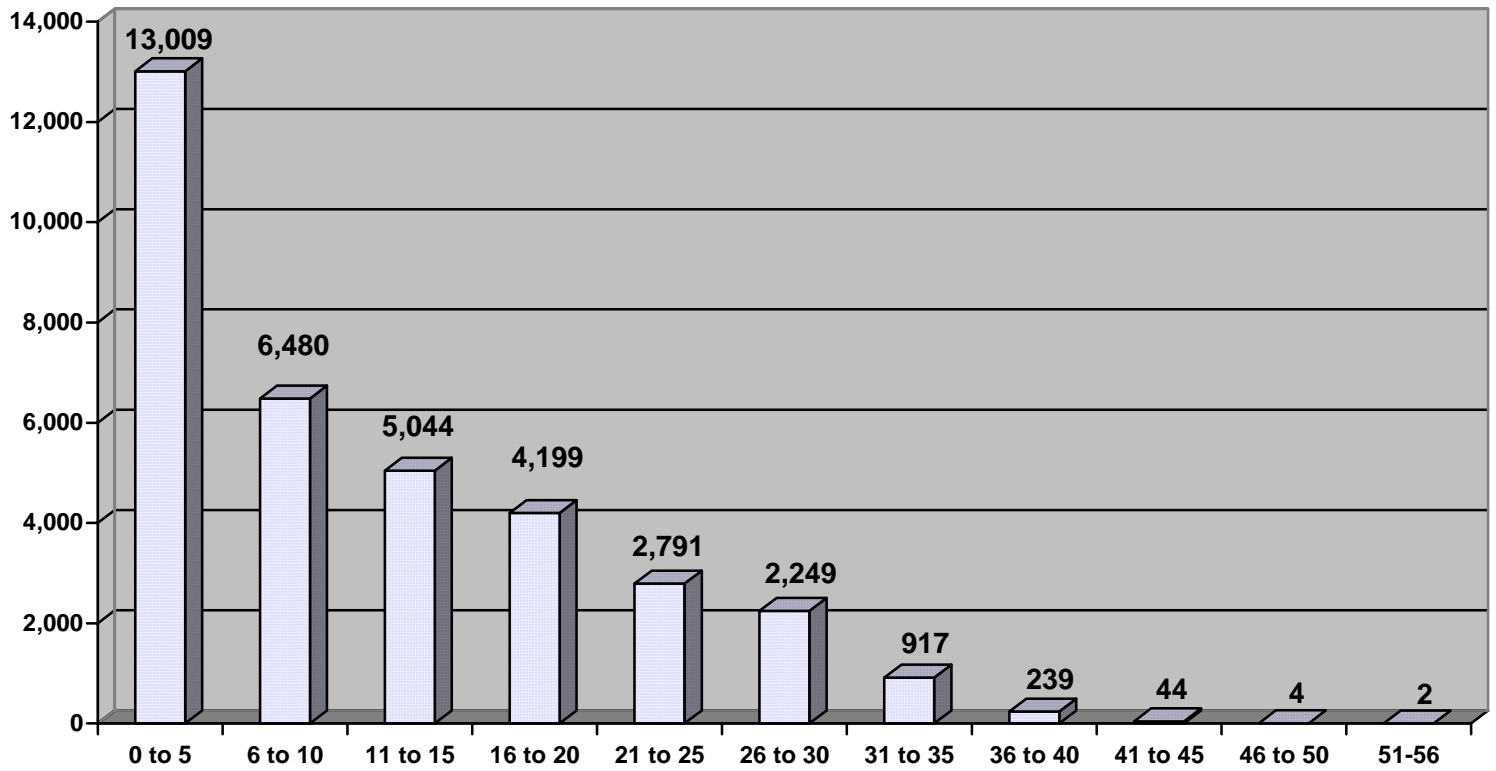
Non-Minority \_\_\_\_\_



<sup>31</sup> Data as of 12/31/03 and is based on full-time employees with an employee status of active or suspended.

<sup>32</sup> Minorities include Black, Hispanic, Asian and American Indian.

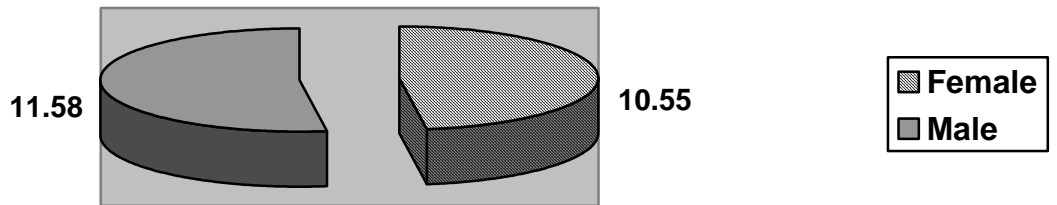
**Distribution of State Government Employees<sup>33</sup>**  
**By Years of Service**



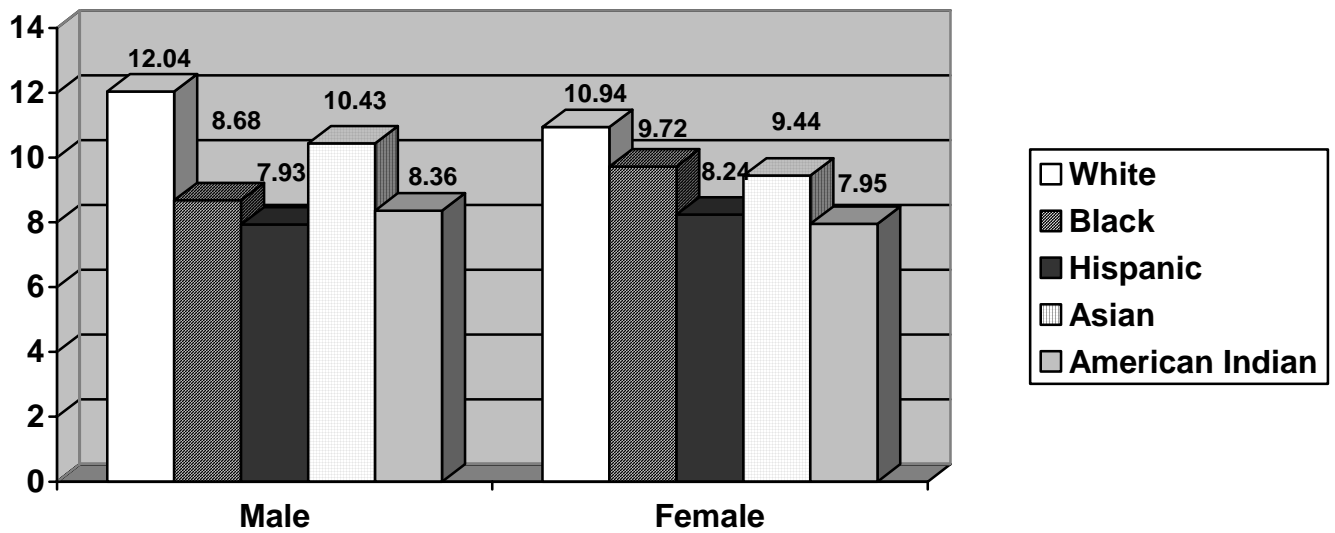
<sup>33</sup> Data as of 12/31/03 and is based on full-time employees with an employee status of active or suspended.

**Average Length  
Of Service<sup>34</sup>  
By Gender and Minority Status<sup>35</sup>**

**Gender** \_\_\_\_\_



**Minority status** \_\_\_\_\_

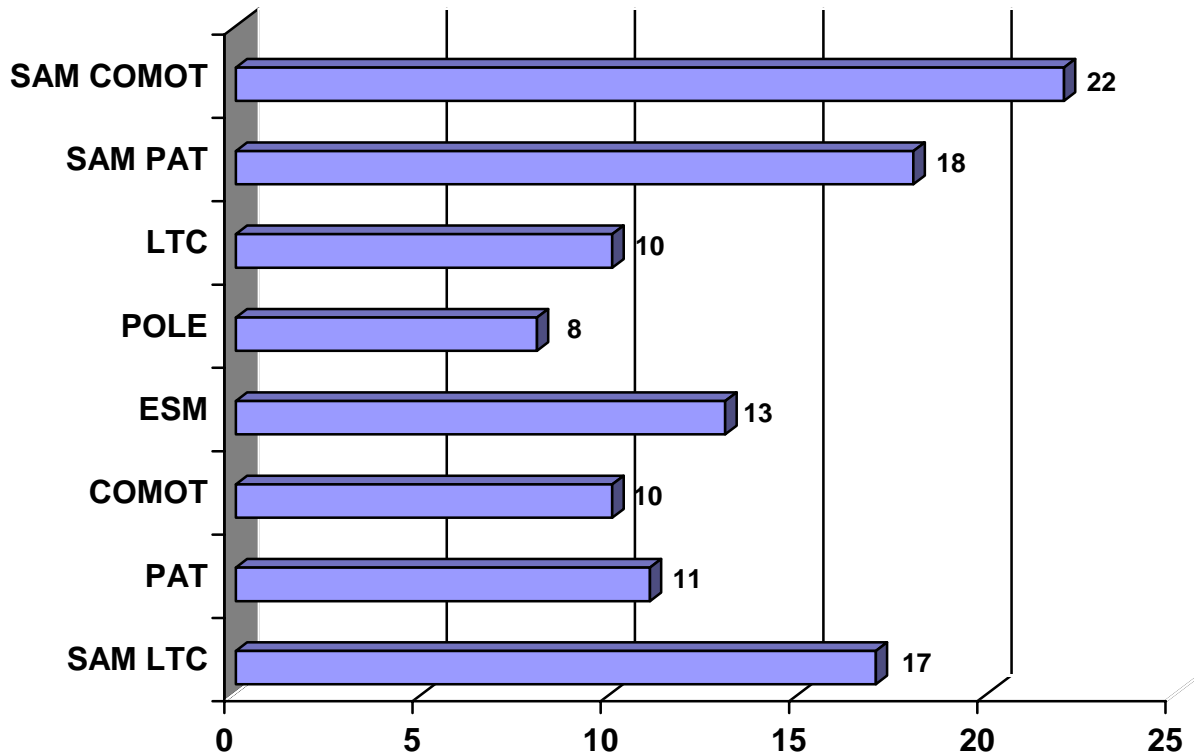


<sup>34</sup> Length of service is given in years.

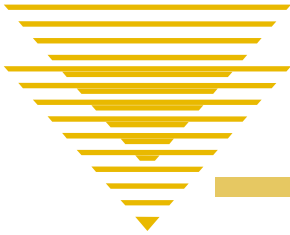
<sup>35</sup> Data as of 12/31/03 and is based on full-time employees with an employee status of active or suspended.



**Average Length of Service<sup>36</sup>  
by Job Family**



<sup>36</sup> Data as of 12/31/03 and is based on full-time employees with an employee status of active or suspended.



## **INDIANA STATE GOVERNMENT EMPLOYEE MOBILITY**

### **Introduction**

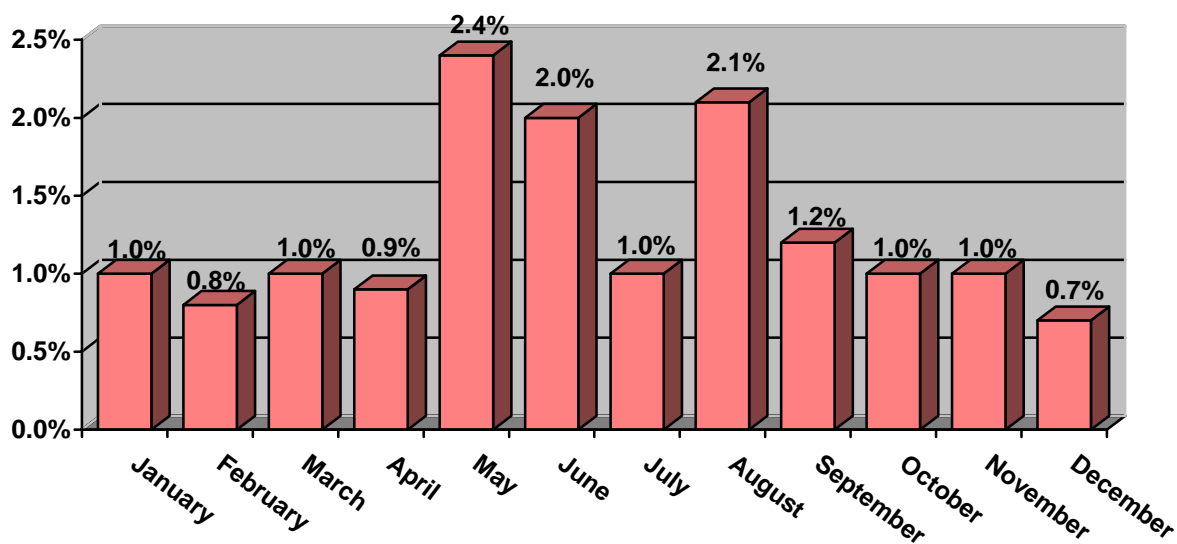
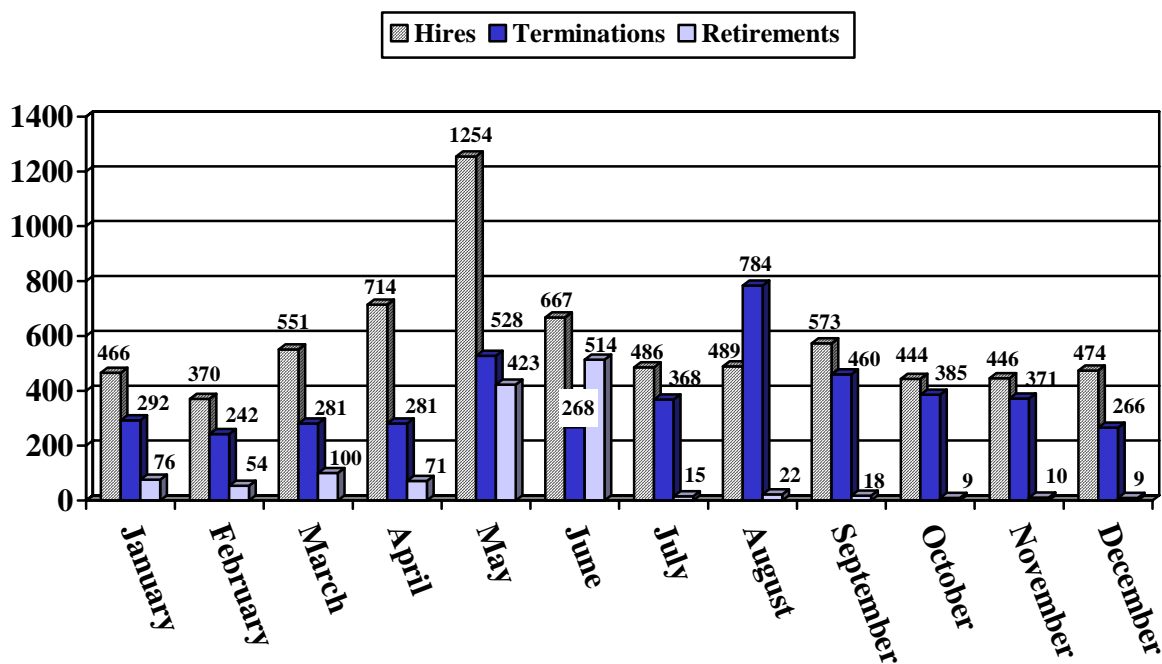
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Many factors affect employee mobility: growth or decline in the number of state jobs, the availability of funding, dynamics of state programs, types of occupations, geographical location of jobs, characteristics of state employees themselves, external labor market conditions and the availability of other employment.

The following is a summary of the points of interest for this section:

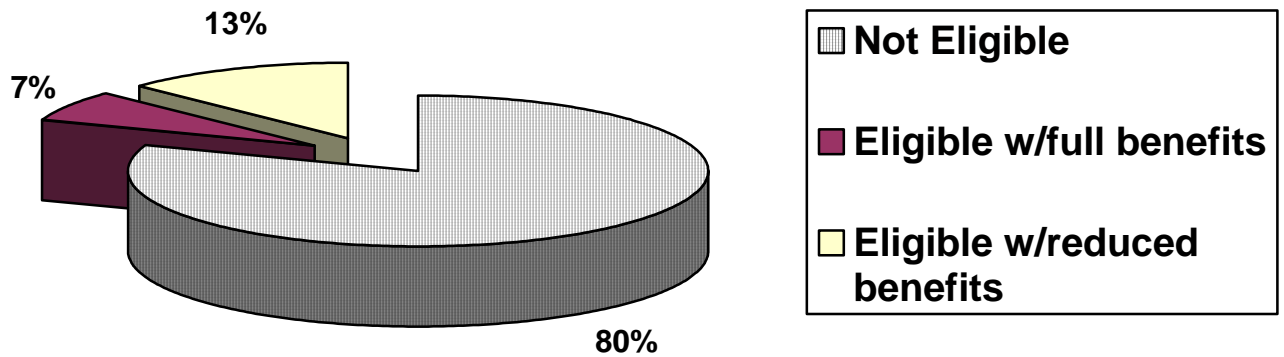
- 20% of Indiana's State Government workforce is currently eligible to retire with either full or reduced pension benefits.
- Of those eligible for retirement, 21% work in the COMOT Job Group and 39% work in the PAT Job Group.
- Between January 1, 2003 and December 31, 2003, 26% of the separations from Indiana State Government were due to retirement. The highest months for retirements were June with 514 and May with 423.
- The COMOT Job Group had the highest number of hires and terminations. The POLE Job Group had the second highest number of hires and terminations.
- The annual turnover rate for 2003 was 15%.

## Turnover Analysis<sup>37</sup> 2003



<sup>37</sup> Data is based on full-time and part-time employees with an employee status of active or suspended

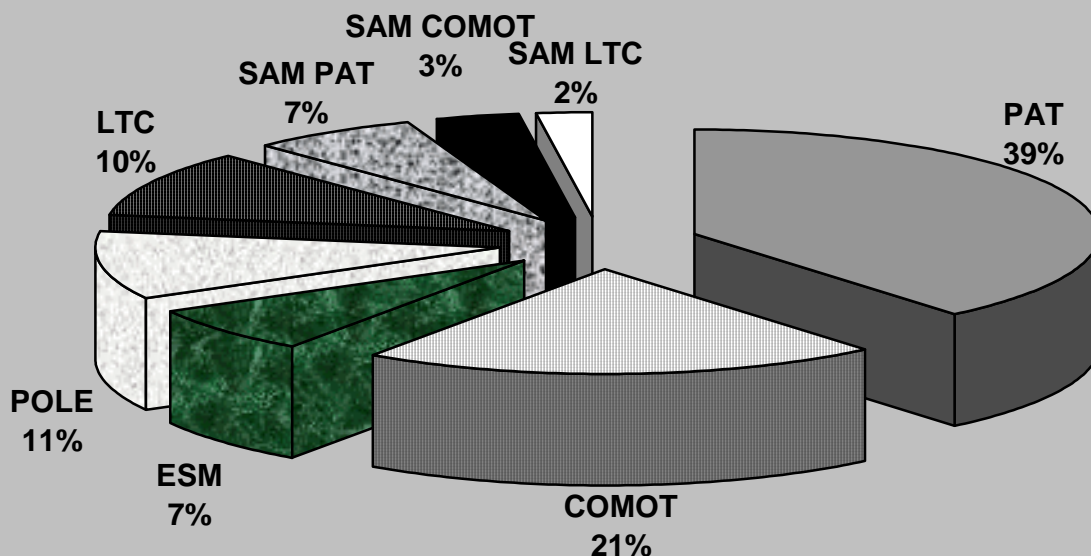
**Percentage of Full-time Regular Employees<sup>38</sup>  
Currently Eligible for Retirement<sup>39</sup>**



<sup>38</sup> Data as of 12/31/03 and is based on full-time employees with an employee status of active or suspended.

<sup>39</sup> Full Pension Benefits eligibility: At age 65 with 10 or more years of creditable service. At age 60 with 15 or more years of creditable service. At least age 55 plus the employee's years of service is at least 85 (known as the "Rule of 85"). Early retirement formula with reduced benefits: At age 50 with 15 or more years of creditable service.

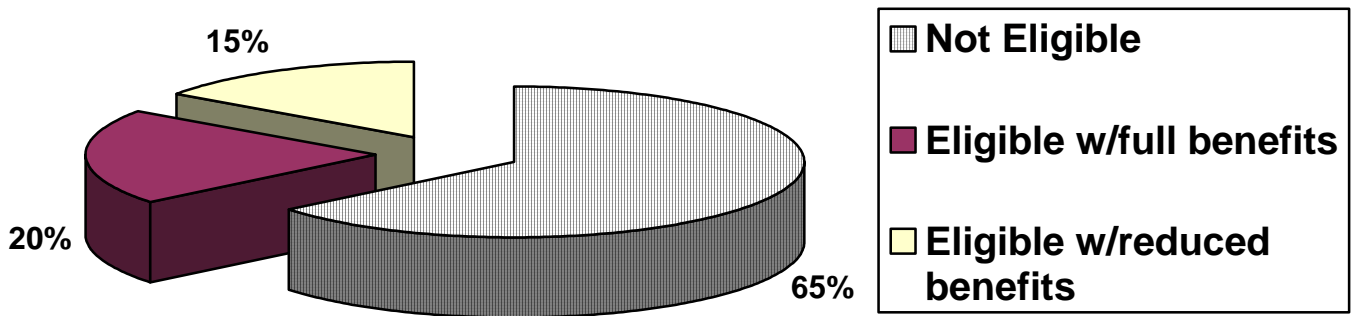
**Percentage of Full-time Regular Employees<sup>40</sup> Currently  
Eligible for Retirement<sup>41</sup>  
by Job Family**



<sup>40</sup> Data as of 12/31/03 and is based on full-time employees with an employee status of active or suspended.

<sup>41</sup> Full Pension Benefits eligibility: At age 65 with 10 or more years of creditable service. At age 60 with 15 or more years of creditable service. At least age 55 plus the employee's years of service is at least 85 (known as the "Rule of 85"). Early retirement formula with reduced benefits: At age 50 with 15 or more years of creditable service.

**Percentage of Full-time Regular Employees<sup>42</sup>  
Eligible for Retirement<sup>43</sup> in 5 Years<sup>44</sup>**

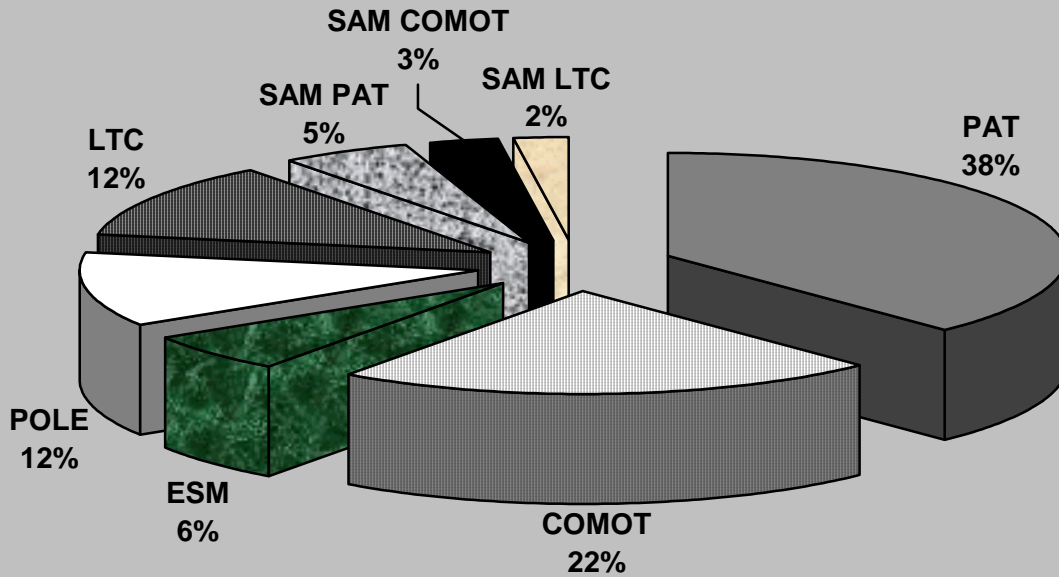


<sup>42</sup> Data as of 12/31/03 and is based on full-time employees with an employee status of active or suspended.

<sup>43</sup> Full Pension Benefits eligibility: At age 65 with 10 or more years of creditable service. At age 60 with 15 or more years of creditable service. At least age 55 plus the employee's years of service is at least 85 (known as the "Rule of 85"). Early retirement formula with reduced benefits: At age 50 with 15 or more years of creditable service.

<sup>44</sup> Projection based on the assumption of the current workforce not changing.

**Percentage of Full-time Regular Employees<sup>45</sup>  
Eligible for Retirement<sup>46</sup> in 5 Years<sup>47</sup>  
by Job Family**

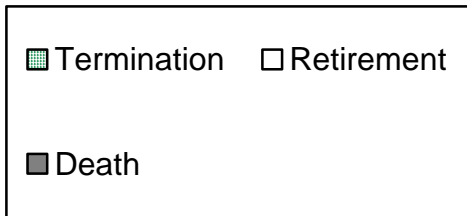
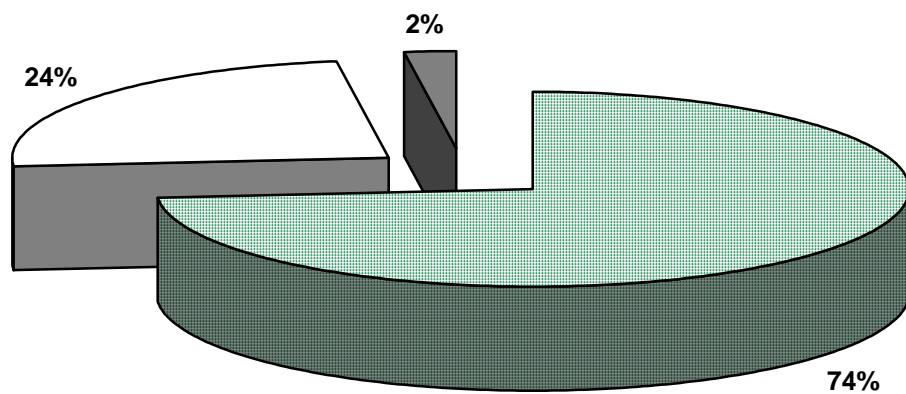


<sup>45</sup> Data as of 12/31/03 and is based on full-time employees with an employee status of active or suspended.

<sup>46</sup> Full Pension Benefits eligibility: At age 65 with 10 or more years of creditable service. At age 60 with 15 or more years of creditable service. At least age 55 plus the employee's years of service is at least 85 (known as the "Rule of 85"). Early retirement formula with reduced benefits: At age 50 with 15 or more years of creditable service.

<sup>47</sup> Projection based on the assumption of the current workforce not changing.

**Separations<sup>48</sup> from State Service  
by Reason Codes for 2003<sup>49</sup>**

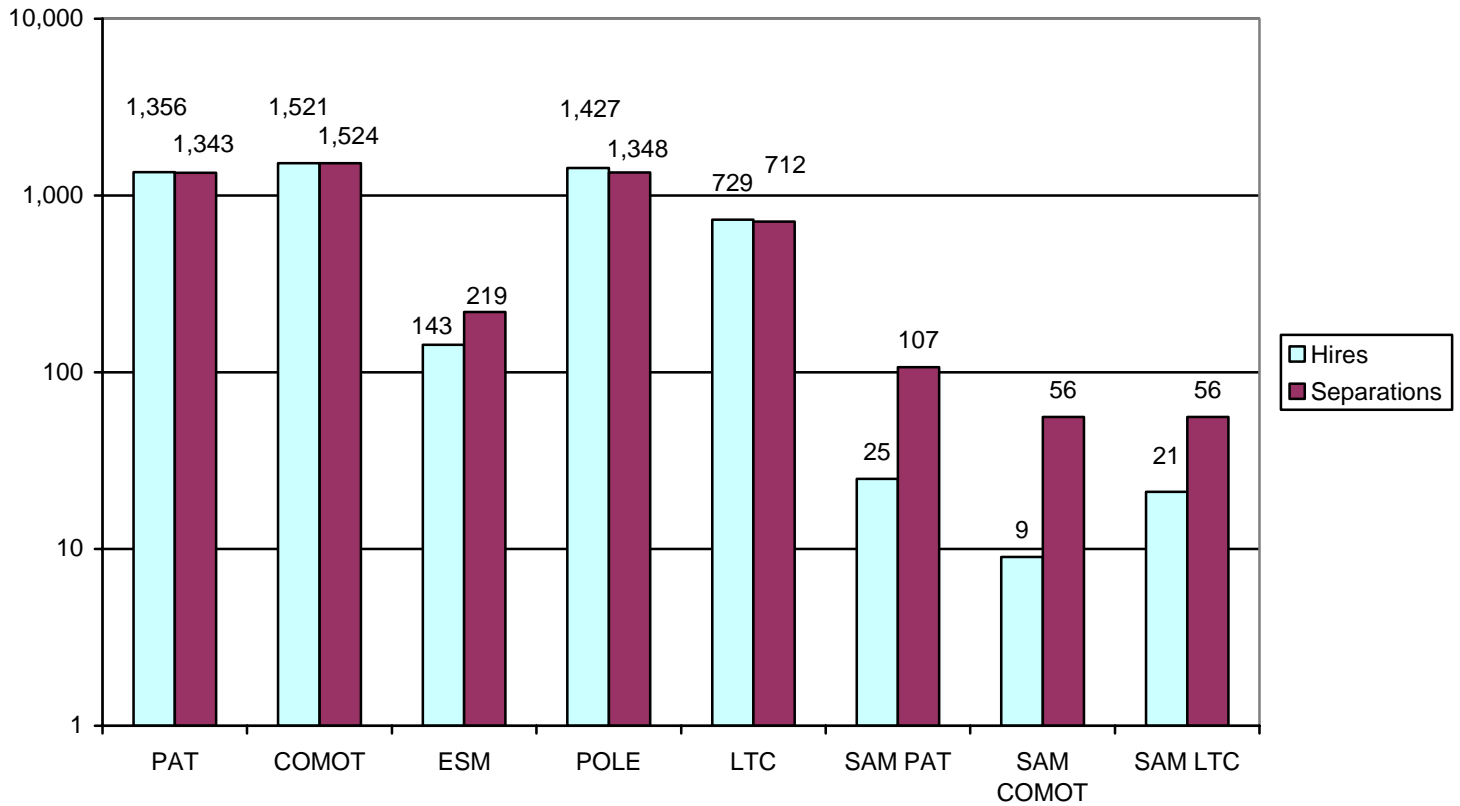


<sup>48</sup> Terminations include voluntary and involuntary.

<sup>49</sup> Based on figures for employment actions involving full-time employees from January 1, 2003 – December 31, 2003.



# Hires<sup>50</sup> and Separations<sup>51</sup> by Job Family<sup>52</sup>

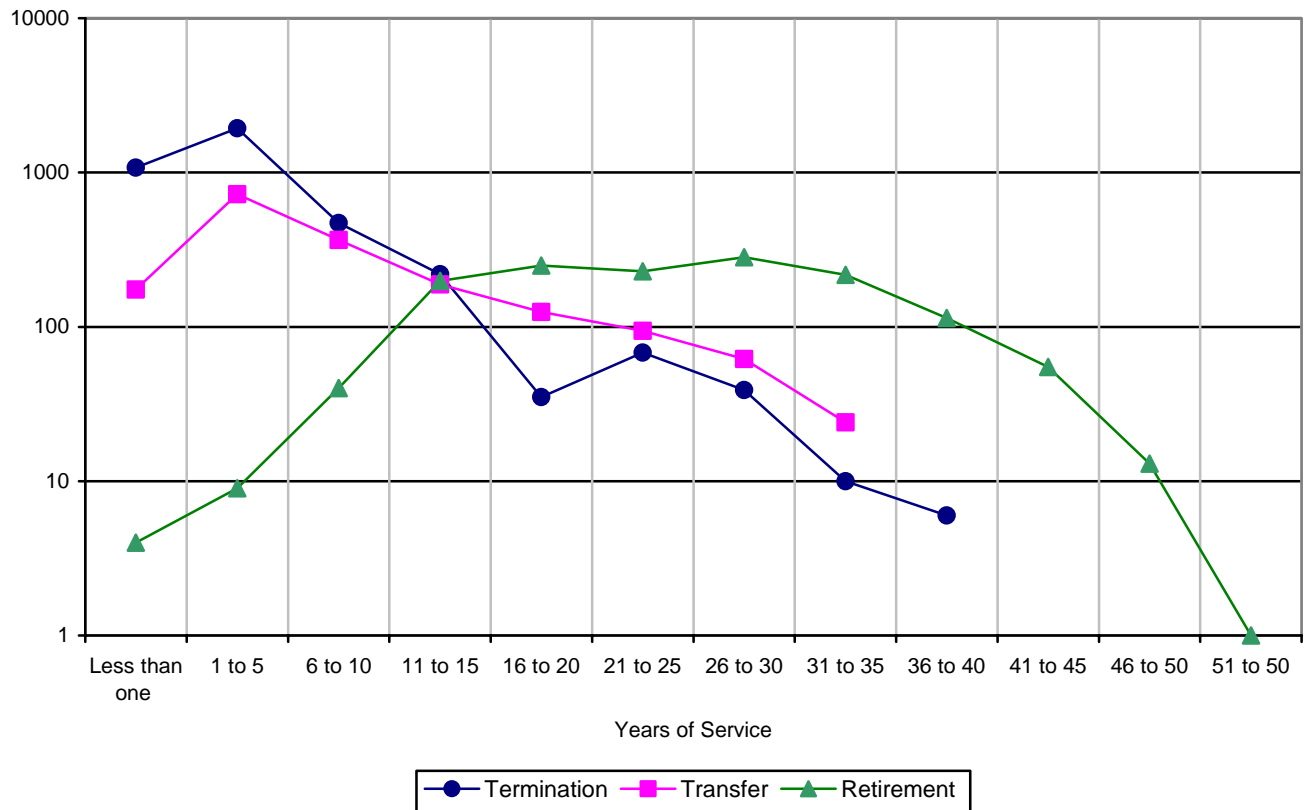


<sup>50</sup> Hires include new hires and rehires.

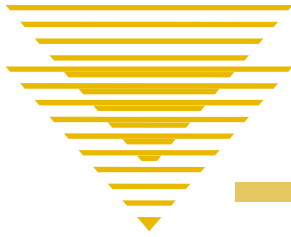
<sup>51</sup> Separations include terminations and retirements.

<sup>52</sup> Based on figures for employment actions involving full-time employees from January 1, 2003 – December 31, 2003.

## Separations By Action<sup>53</sup> and Years of Service



<sup>53</sup> Data based on figures for employment actions involving full-time employees from January 1, 2003 – December 31, 2003. Terminations include voluntary and involuntary reasons. Retirement includes employees not eligible for benefits. Transfers include promotions, demotions and lateral moves within and out of a respective agency.



## **INDIANA STATE GOVERNMENT LABOR – MANAGEMENT RELATIONS**

### **Introduction**

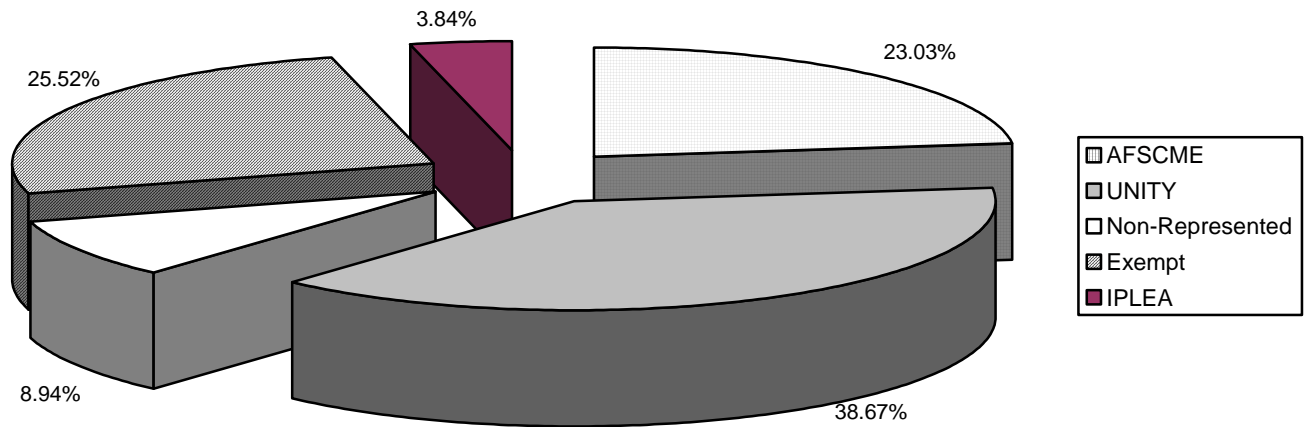
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This section contains information on employees by bargaining coverage in Indiana State Government.

The following is a summary of the points of interest for this section:

- Approximately 23% of all full-time and part-time employees are covered by the American Federation of State, County, and Municipal Employees (AFSCME).
- Approximately 39% of all full-time and part-time employees are covered by the International Union, United Automobile, Aerospace & Agricultural Implement Workers American Federation of Teachers (UNITY).
- Approximately 4% of all full-time and part-time employees are covered by the Indiana Professional Law Enforcement Association (IPLEA).

## Bargaining Unit Coverage<sup>54</sup>



<sup>54</sup> AFSCME represents: Bargaining Units 04 Health & Human Services nonprofessionals; 05 Regulatory, inspection & licensure professionals; 06 Health care professionals; and 07 Social services & counseling professionals.

UNITY represents: Bargaining Units 01 Labor, trades and crafts; 02 Administrative & technical support; 03 Regulatory, inspection & licensure nonprofessionals; and 10 Public safety, protective service workers & institutional security.

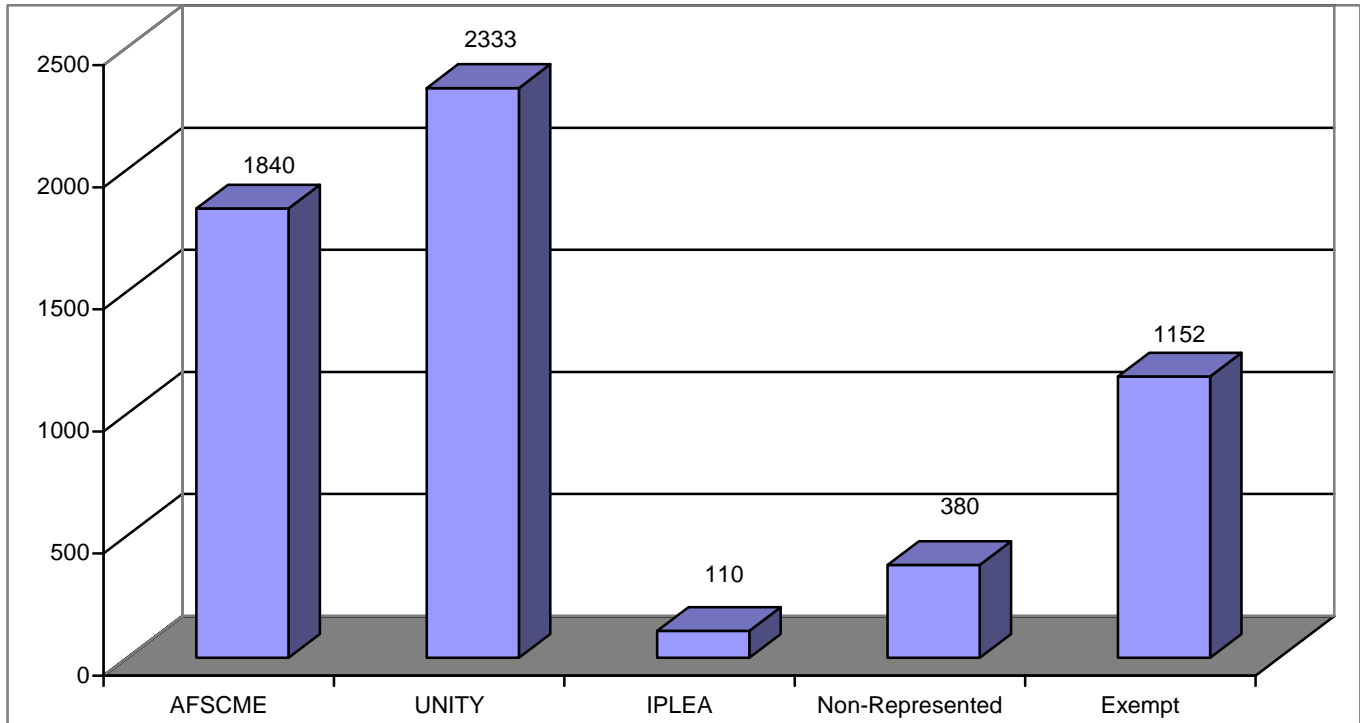
IPLEA represents: Bargaining Unit 11 Sworn police officers.

Non-Represented includes those employees in bargaining units who voted not be represented by any union. These employees are: Bargaining Units 08 Engineering, scientific & information services professionals; and 09 Professional administrative employees.

Employees in supervisory, confidential or managerial positions are exempt.

Data as of 12/31/03, based on full-time and part-time employees with an employee status of active or suspended.

## Bargaining Unit Coverage<sup>55</sup> by Minority Status<sup>56</sup>



<sup>55</sup> AFSCME represents: Bargaining Units 04 Health & Human Services nonprofessionals; 05 Regulatory, inspection & licensure professionals; 06 Health care professionals; and 07 Social services & counseling professionals.

UNITY represents: Bargaining Units 01 Labor, trades and crafts; 02 Administrative & technical support; 03 Regulatory, inspection & licensure nonprofessionals; and 10 Public safety, protective service workers & institutional security.

IPLEA represents: Bargaining Unit 11 Sworn police officers.

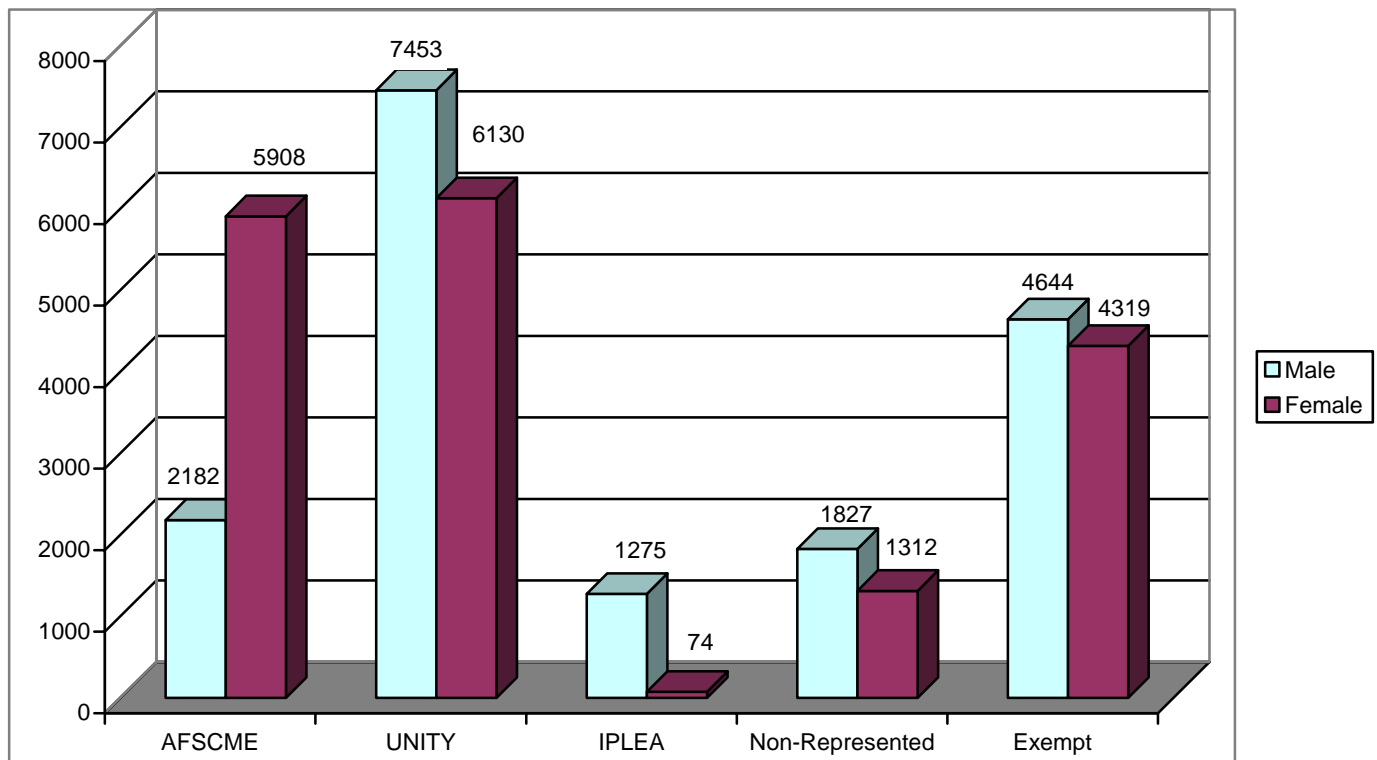
Non-Represented includes those employees in bargaining units who voted not be represented by any union. These employees are: Bargaining Units 08 Engineering, scientific & information services professionals; and 09 Professional administrative employees.

Employees in supervisory, confidential or managerial positions are exempt.

<sup>56</sup> Minority Status includes Black, Hispanic, Asian, and American Indian.

<sup>57</sup> Data as of 12/31/03, based on full-time and part-time employees with an employee status of active or suspended.

## Bargaining Unit Coverage<sup>58</sup> by Gender<sup>59</sup>



<sup>58</sup> AFSCME represents: Bargaining Units 04 Health & Human Services nonprofessionals; 05 Regulatory, inspection & licensure professionals; 06 Health care professionals; and 07 Social services & counseling professionals.

UNITY represents: Bargaining Units 01 Labor, trades and crafts; 02 Administrative & technical support; 03 Regulatory, inspection & licensure nonprofessionals; and 10 Public safety, protective service workers & institutional security.

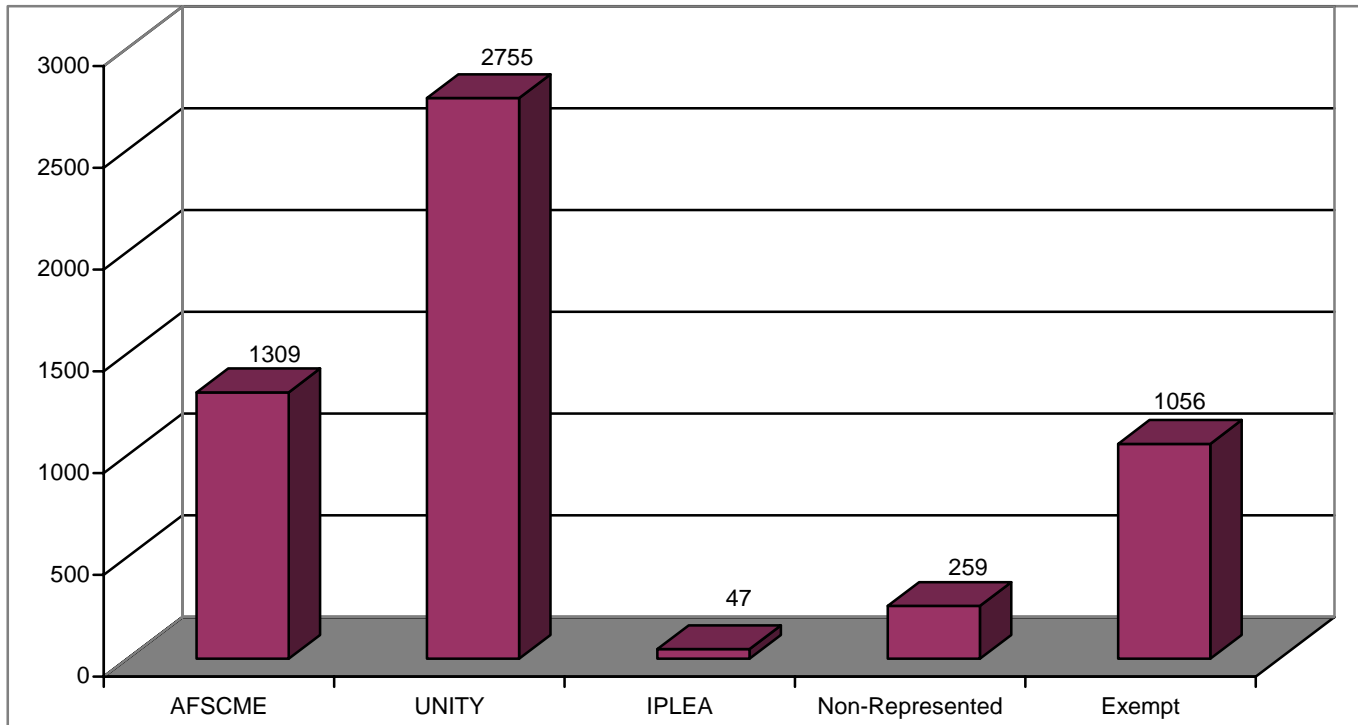
IPLEA represents: Bargaining Unit 11 Sworn police officers.

Non-Represented includes those employees in bargaining units who voted not be represented by any union. These employees are: Bargaining Units 08 Engineering, scientific & information services professionals; and 09 Professional administrative employees.

Employees in supervisory, confidential or managerial positions are exempt.

<sup>59</sup> Data as of 12/31/03, based on full-time and part-time employees with an employee status of active or suspended.

## Separations<sup>60</sup> by Bargaining Unit Coverage<sup>61</sup>



<sup>60</sup> Separations include voluntary and involuntary actions, and include retirement.

<sup>61</sup> AFSCME represents: Bargaining Units 04 Health & Human Services nonprofessionals; 05 Regulatory, inspection & licensure professionals; 06 Health care professionals; and 07 Social services & counseling professionals.

UNITY represents: Bargaining Units 01 Labor, trades and crafts; 02 Administrative & technical support; 03 Regulatory, inspection & licensure nonprofessionals; and 10 Public safety, protective service workers & institutional security.

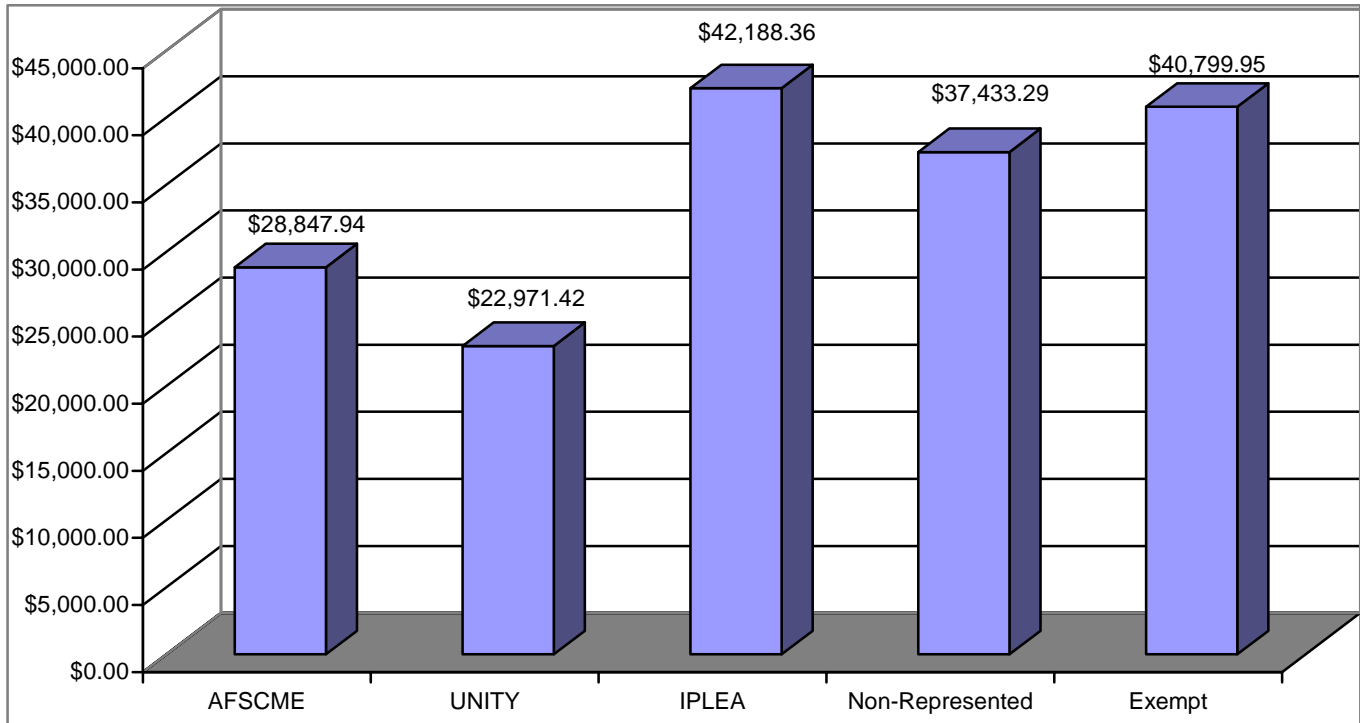
IPLEA represents: Bargaining Unit 11 Sworn police officers.

Non-Represented includes those employees in bargaining units who voted not be represented by any union. These employees are: Bargaining Units 08 Engineering, scientific & information services professionals; and 09 Professional administrative employees.

Employees in supervisory, confidential or managerial positions are exempt.

Data covers January 1, 2003 through December 31, 2003, based on full-time and part-time employees with an employee status of active or suspended.

## Average Salary by Bargaining Unit Coverage<sup>62</sup>



<sup>62</sup> AFSCME represents: Bargaining Units 04 Health & Human Services nonprofessionals; 05 Regulatory, inspection & licensure professionals; 06 Health care professionals; and 07 Social services & counseling professionals.

UNITY represents: Bargaining Units 01 Labor, trades and crafts; 02 Administrative & technical support; 03 Regulatory, inspection & licensure nonprofessionals; and 10 Public safety, protective service workers & institutional security.

IPLEA represents: Bargaining Unit 11 Sworn police officers.

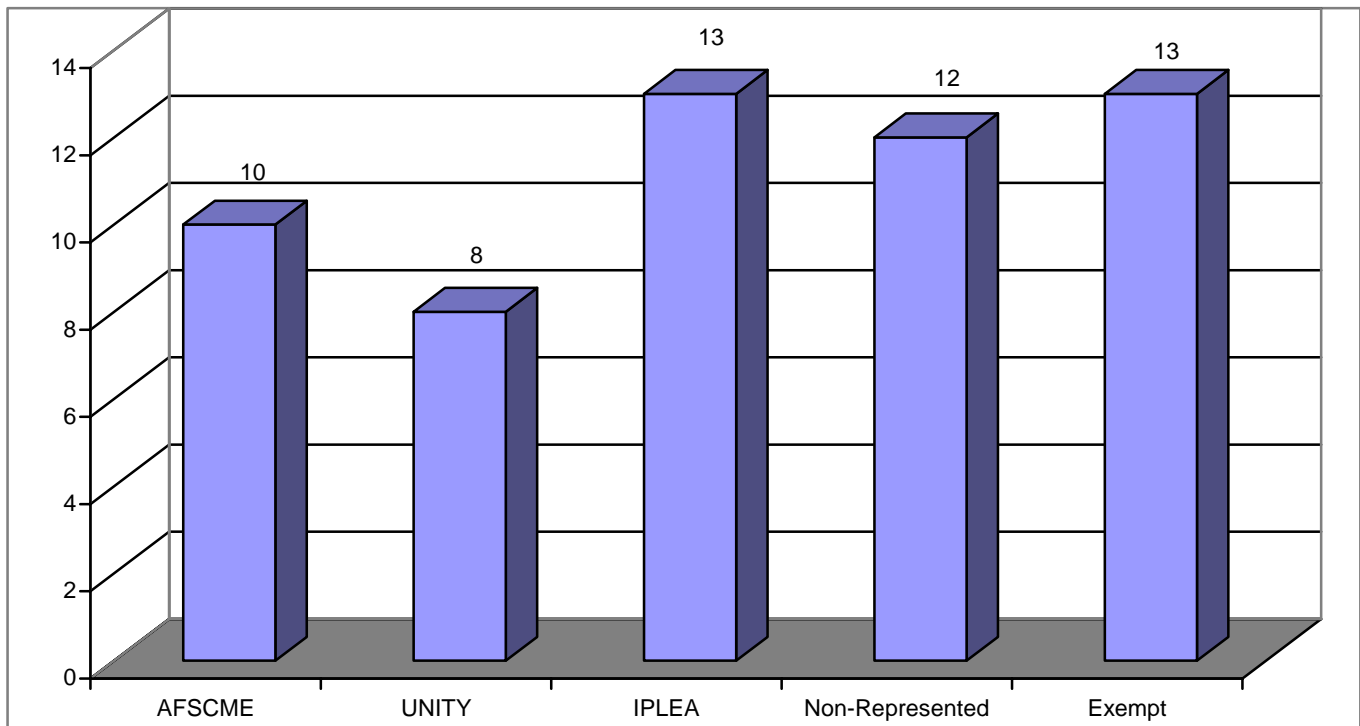
Non-Represented includes those employees in bargaining units who voted not be represented by any union. These employees are: Bargaining Units 08 Engineering, scientific & information services professionals; and 09 Professional administrative employees.

Employees in supervisory, confidential or managerial positions are exempt.

Data as of 11/30/03, based on full-time and part-time employees with an employee status of active or suspended.



### Average Years of Service by Bargaining Unit Coverage<sup>63</sup>



<sup>63</sup> AFSCME represents: Bargaining Units 04 Health & Human Services nonprofessionals; 05 Regulatory, inspection & licensure professionals; 06 Health care professionals; and 07 Social services & counseling professionals.

UNITY represents: Bargaining Units 01 Labor, trades and crafts; 02 Administrative & technical support; 03 Regulatory, inspection & licensure nonprofessionals; and 10 Public safety, protective service workers & institutional security.

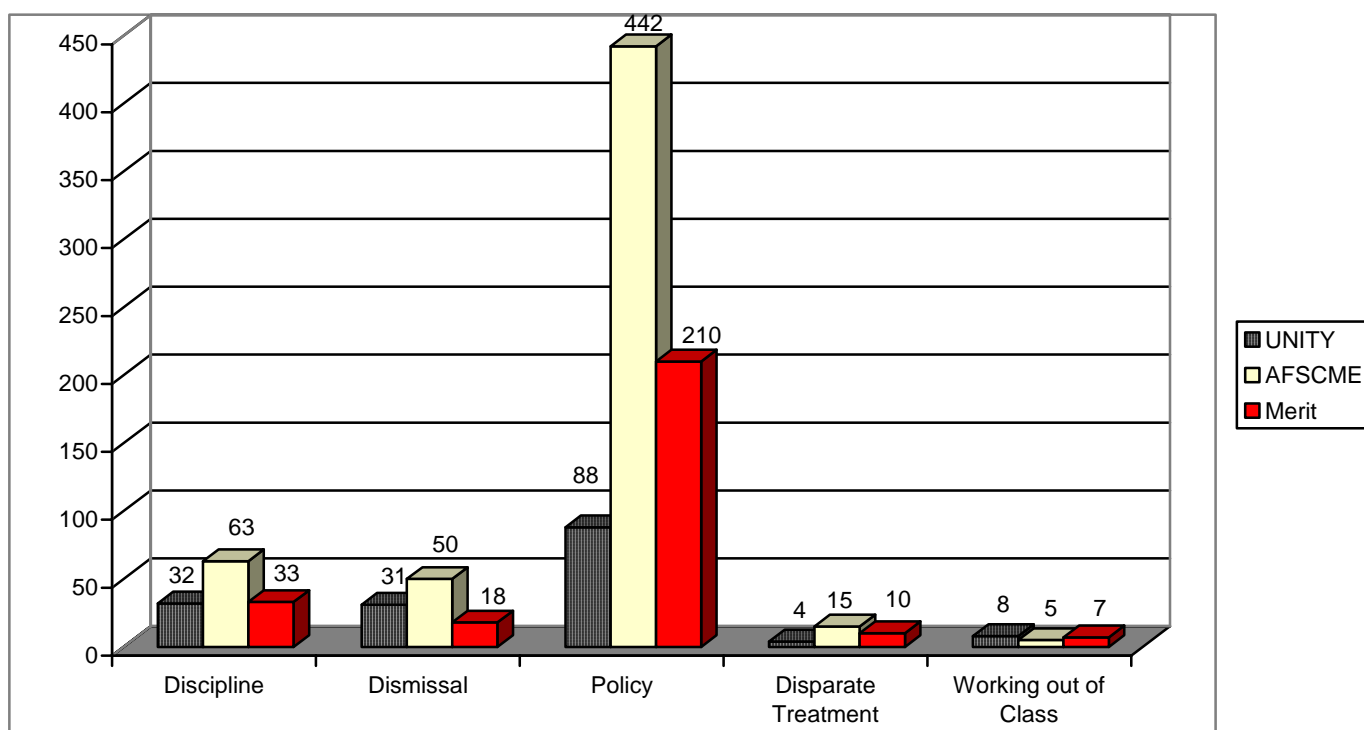
IPLEA represents: Bargaining Unit 11 Sworn police officers.

Non-Represented includes those employees in bargaining units who voted not be represented by any union. These employees are: Bargaining Units 08 Engineering, scientific & information services professionals; and 09 Professional administrative employees.

Employees in supervisory, confidential or managerial positions are exempt.

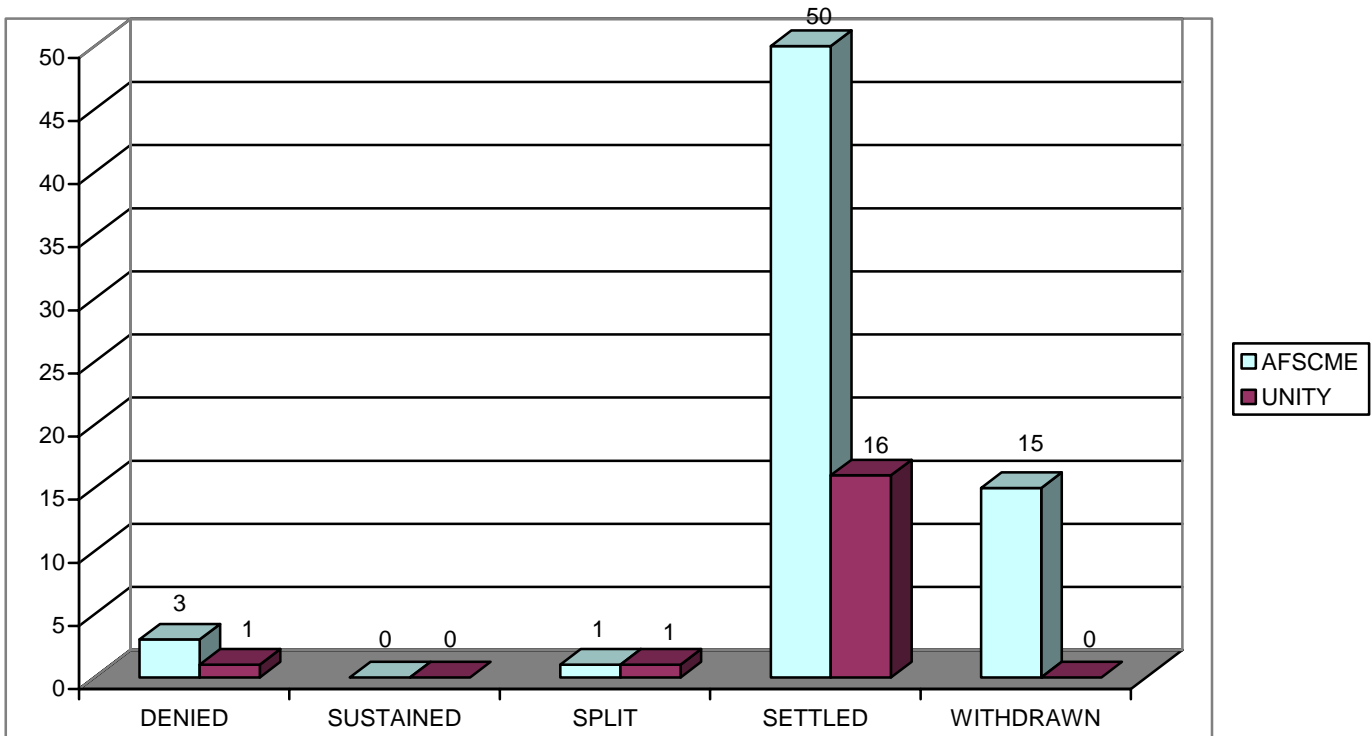
Data as of 12/31/03, based on full-time employees with an employee status of active or suspended.

## Types of Grievances<sup>64</sup>



<sup>64</sup> Data covers the period from January 1, 2003 through December 31, 2003.

## Results of Arbitrated Grievances<sup>65</sup>



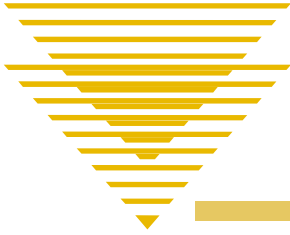
<sup>65</sup> Denied: Grievance decided in favor of the State.

Sustained: Grievance granted in favor of the union.

Split: Grievance denied in part and sustained in part. Neither party is granted full remedy requested.

Withdrawn: Union decided to withdraw grievance and not move forward.

Data covers the period from January 1, 2003 through December 31, 2003.



## INDIANA STATE GOVERNMENT LEAVE

### Introduction

This section summarizes information on the types of leaves provided to Indiana State Government Employees.

The following is a summary of the points of interest for this section:

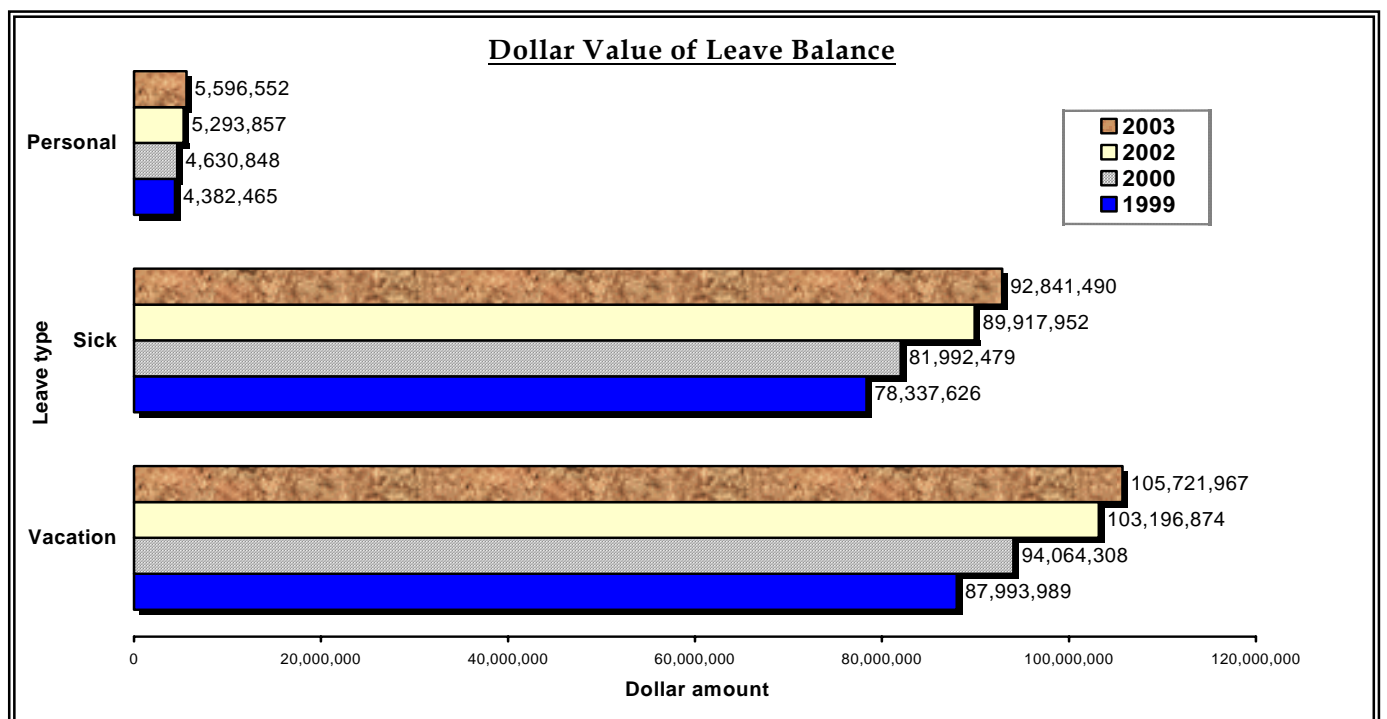
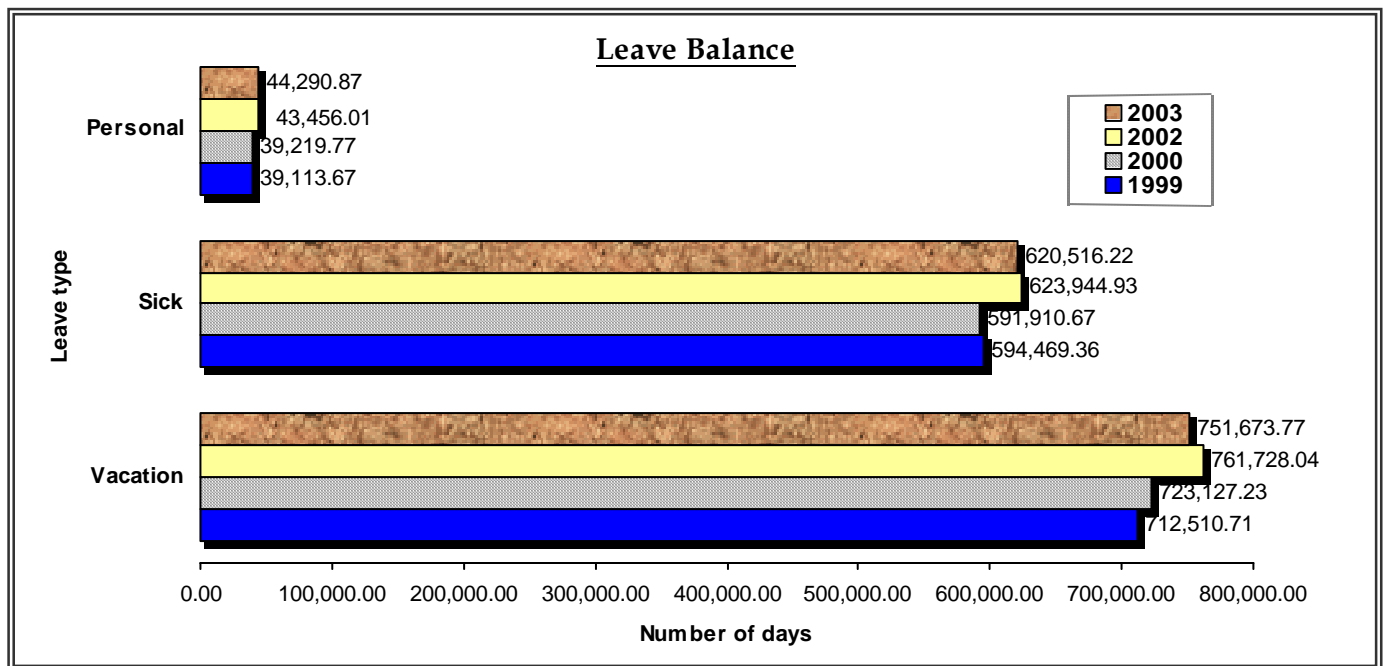
- Indiana State Government employees used 593,006 days<sup>66</sup> of vacation in the year ending December 31, 2003, valued<sup>67</sup> at \$74,828,583.
- Indiana State Government employees used 290,074 sick days in the year ending December 31, 2003, valued at \$34,942,804.
- Indiana State Government employees used 90,107 personal days in the year ending December 31, 2003, valued at \$10,862,246.

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<sup>66</sup> The number of days are based on a 7.5 hour day.

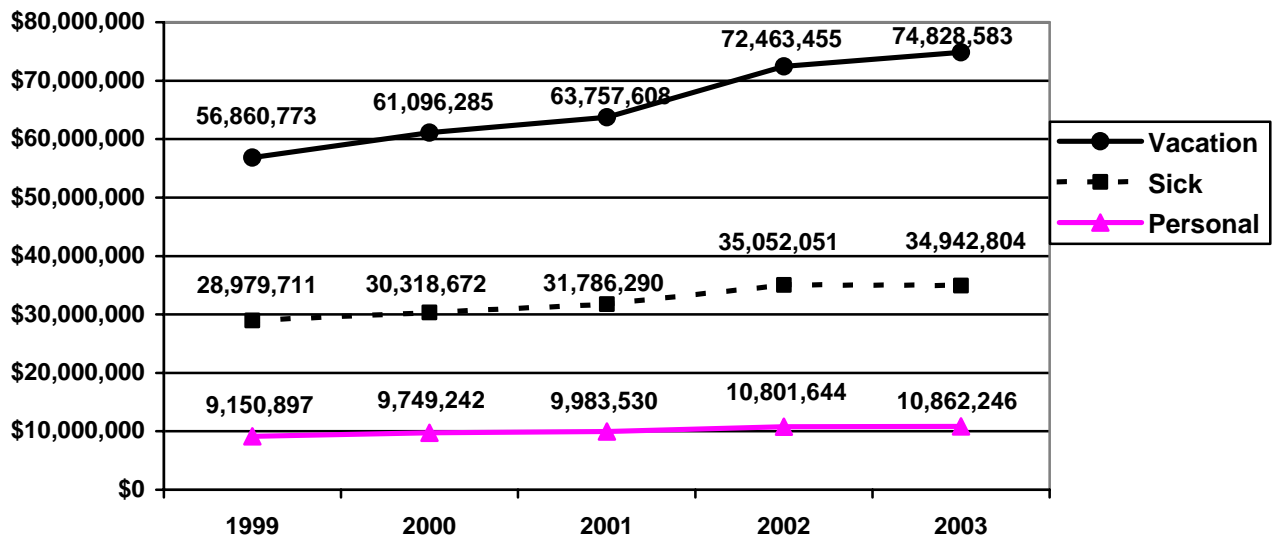
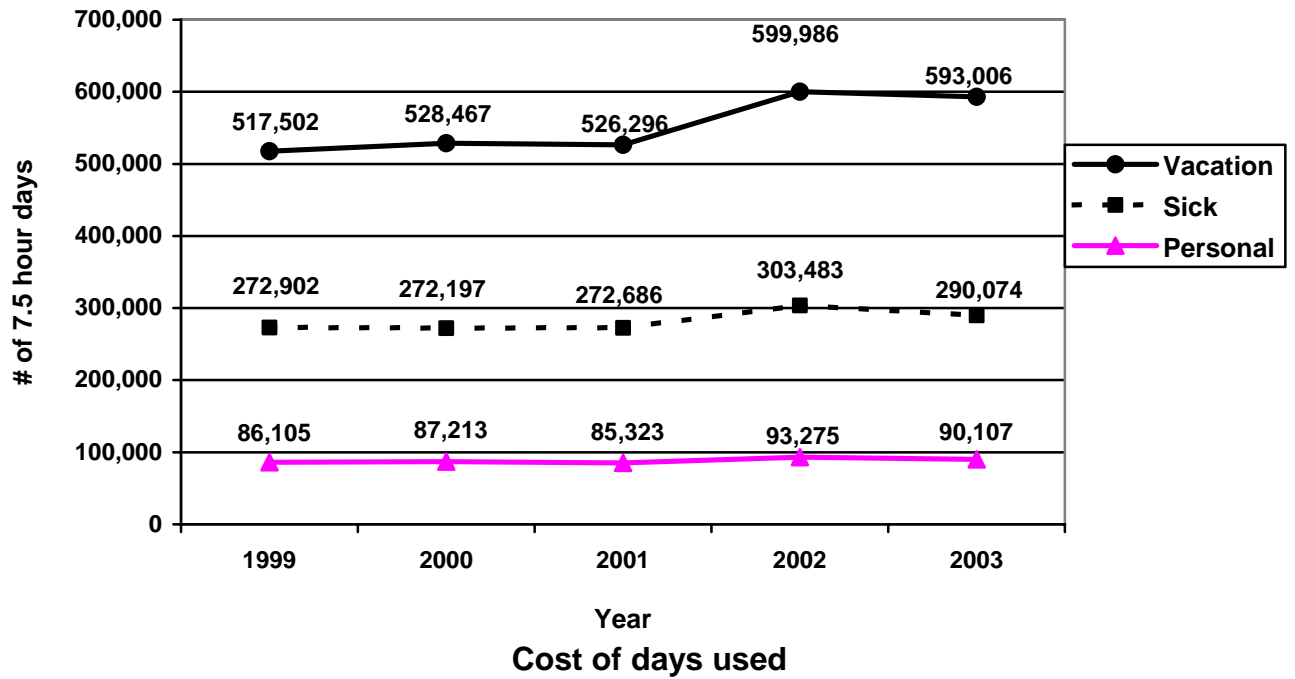
<sup>67</sup> The dollar value is based on employee's hourly salary for the year ending 12/31.

## Leave Summary<sup>68</sup>

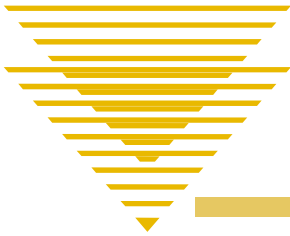


<sup>68</sup> This chart represents total state employees' leave balances for the year ending December 31. The number of days are based on a 7.5 hour day. The dollar value is based on employee's hourly salary for the year ending December 31.

## Leave Type Used<sup>69</sup>



<sup>69</sup> Data is for year ending December 31.



# INDIANA STATE GOVERNMENT TRAINING

## Introduction

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This section contains information on both personnel and personal development courses offered to Indiana State Government employees by the State Personnel Department. The State Personnel Department offers a quarterly calendar of classes to our employees along with special offerings throughout the year. The courses listed in this section were taught or offered by the State Personnel Department.

In addition, many of the classes offered on State Personnel's quarterly calendar are also conducted at the agency level by other agencies. Due to this fact, the totals for our courses that are also taught by other agencies reflect the overall total of participants trained in these courses during this time period. An asterisk (\*) will indicate those classes that are taught at the agency level as well. The total for the classes indicated by an asterisk (\*) reflects not only those participants trained by State Personnel instructors, but also participants trained at the agency level.

Also, the totals given for these classes are inclusive of each class. If a participant has taken multiple courses throughout this time period, the participant is counted in each course. So the total number of participants in our training program will not reflect a true head count, due to participants' attending multiple courses.

The following is a summary of the points of interest for this section:

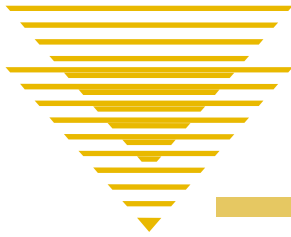
- There were 6,354 total attendees at the State Personnel Department's course sessions between July 1, 2002 and June 30, 2003.
- The Financial Planning Series and Pre-Retirement Planning were the most popular individual courses, with 561 and 531 participants, respectively, attending during this timeframe.
- In 2003, the State Personnel Department merged several of its training courses into a comprehensive program offered to managers/supervisors and/or human resources personnel. The program, Comprehensive Employee and Labor Relations (CLER), has been successful since its implementation in April of 2003. It is a program that is offered once quarterly, in a succession of classes during a four-week consecutive period.

**State Personnel Department's**  
**Training Calendar Courses**<sup>70</sup>

<b>Course</b>	<b>Number of Participants</b>
ABCs of Discrimination	105
Affirmative Action Plan Monitoring Reports	31
Conflict Resolution	408
Compliance Conference-Affirmative Action	114
Compensation Overview for HR Professionals	24
Comprehensive Labor & Employee Relations (CLER)	40
Diversity Awareness	119
Decentralized Hiring	2
Developing an Affirmative Action Plan	60
Developing an Affirmative Action Plan/Veterans	49
Family Medical Leave	126
Financial Planning Series	561
Hoosier S.T.A.R.T. Seminar (formerly AETNA)	34
How to Investigate a Complaint of Discrimination	39
HR Orientation	30
Information Records Management	67
Interpersonal Dynamics/Myers-Briggs Type Indicator	37
Introduction to Spanish for Customer Service Representatives	58
Performance Appraisal	383
Personnel Rules	100
Pre-Retirement Planning	531
Progressive Discipline	357
PeopleSoft HR Training	65
PS Training Admin 8.0	9
PS Query/Crystal	109
Record Keeping Guidelines for IOSHA	23
Short/Long-Term Disability & Workers Compensation	51
Selection & Interviewing	477
Sexual Harassment Prevention	1468
Situational Leadership	318
Stress Management	155
Supervising in State Government	46
Union Settlements	365

<sup>70</sup> Statistics cover training conducted from July 1, 2002 – June 30, 2003.





## **INDIANA STATE GOVERNMENT BENEFITS**

### **Introduction**

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This section summarizes information on the types of benefits offered to Indiana State Government Employees. Active full-time State of Indiana employees may participate in health, dental, vision, and life insurance coverages, as well as medical and dependent spending accounts and a Taxsaver program.

State of Indiana employees are covered at 6 months of employment by a short and long-term disability program. This program has mandatory employee contributions at 6 months of employment. In addition, the State offers an employee assistance program (EAP) to all state employees and their household members.

The following is a summary of the points of interest for this section:

- The chart on Health Care Plan Totals for 2002, 2003 and 2004 show how many State of Indiana employees have single and family coverage, as well as the number of dependents covered.
- The Plan Rate Chart shows the amount paid for health, dental and vision coverage by both the employee and the State of Indiana for 2003 and 2004.
- Utilization statistics are provided for the State of Indiana employees' EAP, Workers' Compensation, and disability program.

**STATE OF INDIANA  
HEALTH CARE PLAN TOTALS JUNE 2002**

<b>HEALTH CARE PROVIDER</b>	<b>SINGLE</b>	<b>FAMILY</b>	<b>TOTAL SUBSCRIBERS (single + family)</b>	<b>TOTAL PARTICIPANTS (Subscribers plus Dependents)  Dependents / Total Participants</b>
Anthem Traditional Plan	4,056	6,190	10,246	11,868 / 22,114
Traditional Dental	9,113	23,012	32,125	45,519 / 77,644
Dentacare	1,684	3,792	5,476	9,027 / 14,503
HMO Plans				
Anthem HMO	2,999	7,473	10,472	16,171 / 26,643
Arnett	339	770	1,107	1,364 / 2,743
Humana	749	1,396	2,145	3,017 / 5,162
M-Plan	3,943	7,283	11,226	15,424 / 26,650
Welborn	340	738	1,078	2,226 / 3,304
TOTAL HMO	8,370	17,660	26,030	38,461 / 64,412

*\*Totals include all active employees as well as Direct Bill agencies.*

**STATE OF INDIANA  
HEALTH CARE PLAN TOTALS JUNE 2003**

<b>HEALTH CARE PROVIDER</b>	<b>SINGLE</b>	<b>FAMILY</b>	<b>TOTAL SUBSCRIBERS (single + family)</b>	<b>TOTAL PARTICIPANTS (Subscribers plus Dependents)  Dependents / Total Participants</b>
Anthem Traditional Plan	6,868	12,725	19,593	26,338 / 45,931
Traditional Dental	9,685	22,531	32,216	47,254 / 79,470
Dentacare	1,602	3,381	4,983	8,354 / 13,337
HMO Plans				
Advantage	235	1,032	1,267	2,308 / 3,575
Anthem HMO	1,277	981	2,258	2,104 / 4,362
Arnett	353	845	1,198	1,784 / 2,982
Humana	185	153	338	305 / 643
M-Plan	3,998	7,899	11,897	27,971 / 39,868
<b>TOTAL HMO</b>	<b>6,048</b>	<b>10,910</b>	<b>16,958</b>	<b>34,472 / 51,430</b>

*\*Totals include all active employees as well as Direct Bill agencies.*

**STATE OF INDIANA  
HEALTH CARE PLAN TOTALS FEBRUARY 2004**

<b>HEALTH CARE PROVIDER</b>	<b>SINGLE</b>	<b>FAMILY</b>	<b>TOTAL SUBSCRIBERS (single + family)</b>
Anthem Traditional Plan I	5,808	8,853	14,661
Anthem Traditional Plan II	1,730	4,116	5,855
Traditional Dental Plan I	8,798	20,676	29,474
Traditional Dental Plan II	1,137	2,466	3,603
DeltaCare DHMO	954	1,733	2,687
HMO Plans			
Advantage Plan I	187	227	414
Advantage Plan II	6	13	19
Arnett Plan I	337	747	1,084
Arnett Plan II	12	44	56
M-Plan Plan I	3,908	8,047	11,955
M-Plan Plan II	341	283	624
TOTAL HMO	4,791	9,361	14,132

*\*Totals do not include Direct Bill agencies, COBRA or Early Retiree participants.*

# STATE OF INDIANA

## 2003 Plan Rates

<b>Plan</b>	<b>Coverage</b>	<b>Bi-Weekly Employee</b>	<b>Bi-Weekly Employer</b>	<b>Total</b>	<b>Monthly Rate – Direct Bill &amp; Retirees</b>	<b>COBRA Monthly Rates</b>
<b>Anthem Traditional</b>	<b>Single Family</b>	\$ 9.47 \$26.53	\$136.27 \$381.61	\$145.74 \$408.14	\$315.76 \$884.31	\$322.08 \$902.00
<b>Advantage</b>	<b>Single Family</b>	\$41.51 \$66.86	\$136.27 \$381.61	\$177.78 \$448.47	\$385.18 \$971.69	\$392.88 \$991.12
<b>Anthem HMO</b>	<b>Single Family</b>	\$ 69.77 \$164.53	\$136.27 \$381.61	\$206.04 \$546.14	\$ 446.41 \$1,183.31	\$ 455.34 \$1,206.98
<b>Arnett</b>	<b>Single Family</b>	\$20.28 \$41.08	\$136.27 \$381.61	\$156.55 \$422.69	\$339.19 \$915.83	\$ 345.98 \$ 934.14
<b>Humana</b>	<b>Single Family</b>	\$ 88.16 \$193.74	\$136.27 \$381.61	\$224.43 \$575.35	\$ 486.27 \$1,246.59	\$ 496.00 \$1,271.52
<b>M-Plan</b>	<b>Single Family</b>	\$43.50 \$71.88	\$136.27 \$381.61	\$179.77 \$453.49	\$389.50 \$982.57	\$ 397.29 \$1,002.22
<b>Dental - Traditional</b>	<b>Single Family</b>	\$0.00 \$0.00	\$ 6.15 \$19.13	\$ 6.15 \$19.13	\$13.33 \$41.44	\$13.60 \$42.27
<b>Dentacare</b>	<b>Single Family</b>	\$0.00 \$0.00	\$ 4.85 \$13.80	\$ 4.85 \$13.80	\$10.51 \$29.90	\$10.72 \$30.50
<b>Spectera Vision</b>	<b>Single Family</b>	\$0.00 \$2.70	\$1.76 \$1.76	\$1.76 \$4.46	\$3.81 \$9.66	\$3.89 \$9.85

# STATE OF INDIANA

## 2004 Plan Rates

Plan	Coverage	Bi-Weekly Employee	Bi-Weekly Employer	Total	Monthly Rate – Direct Bill & Retirees	COBRA Monthly Rates
<b>Anthem Traditional</b>	<b>Single Family</b>	\$18.86 \$60.53	\$140.00 \$385.00	\$158.86 \$445.53	\$344.20 \$965.32	\$351.08 \$984.62
<b>Anthem Trad II</b>	<b>Single Family</b>	\$ 9.47 \$26.53	\$140.00 \$385.00	\$149.47 \$411.53	\$323.85 \$891.65	\$330.33 \$909.48
<b>Advantage I</b>	<b>Single Family</b>	\$ 69.79 \$144.22	\$140.00 \$385.00	\$209.79 \$529.22	\$ 454.53 \$1,146.65	\$463.62 \$1,169.58
<b>Advantage II</b>	<b>Single Family</b>	\$ 55.43 \$108.02	\$140.00 \$385.00	\$195.43 \$493.02	\$ 423.44 \$1,068.20	\$431.91 \$1,089.56
<b>Arnett I</b>	<b>Single Family</b>	\$34.89 \$87.19	\$140.00 \$385.00	\$174.89 \$472.19	\$378.93 \$1023.08	\$386.51 \$1,043.54
<b>Arnett II</b>	<b>Single Family</b>	\$19.88 \$46.66	\$140.00 \$385.00	\$159.88 \$431.66	\$346.41 \$935.26	\$353.33 \$953.97
<b>M-Plan I</b>	<b>Single Family</b>	\$39.77 \$68.49	\$140.00 \$385.00	\$179.77 \$453.49	\$389.50 \$982.57	\$ 397.29 \$1,002.22
<b>M-Plan II</b>	<b>Single Family</b>	\$ 6.54 \$25.32	\$140.00 \$385.00	\$146.54 \$410.32	\$317.51 \$889.02	\$323.86 \$906.80
<b>Traditional Dental I</b>	<b>Single Family</b>	\$0.00 \$0.00	\$ 7.59 \$20.85	\$ 7.59 \$20.85	\$16.45 \$45.17	\$16.78 \$46.07
<b>Traditional Dental II</b>	<b>Single Family</b>	\$0.00 \$0.00	\$7.27 \$17.81	\$7.27 \$17.81	\$15.76 \$38.59	\$16.08 \$39.36
<b>DeltaCare (DHMO)</b>	<b>Single Family</b>	\$0.00 \$0.00	\$ 7.57 \$24.64	\$ 7.57 \$24.64	\$16.40 \$53.39	\$16.73 \$54.46
<b>Spectera Vision</b>	<b>Single Family</b>	\$0.00 \$2.70	\$1.76 \$1.76	\$1.76 \$4.46	\$3.81 \$9.66	\$3.89 \$9.85

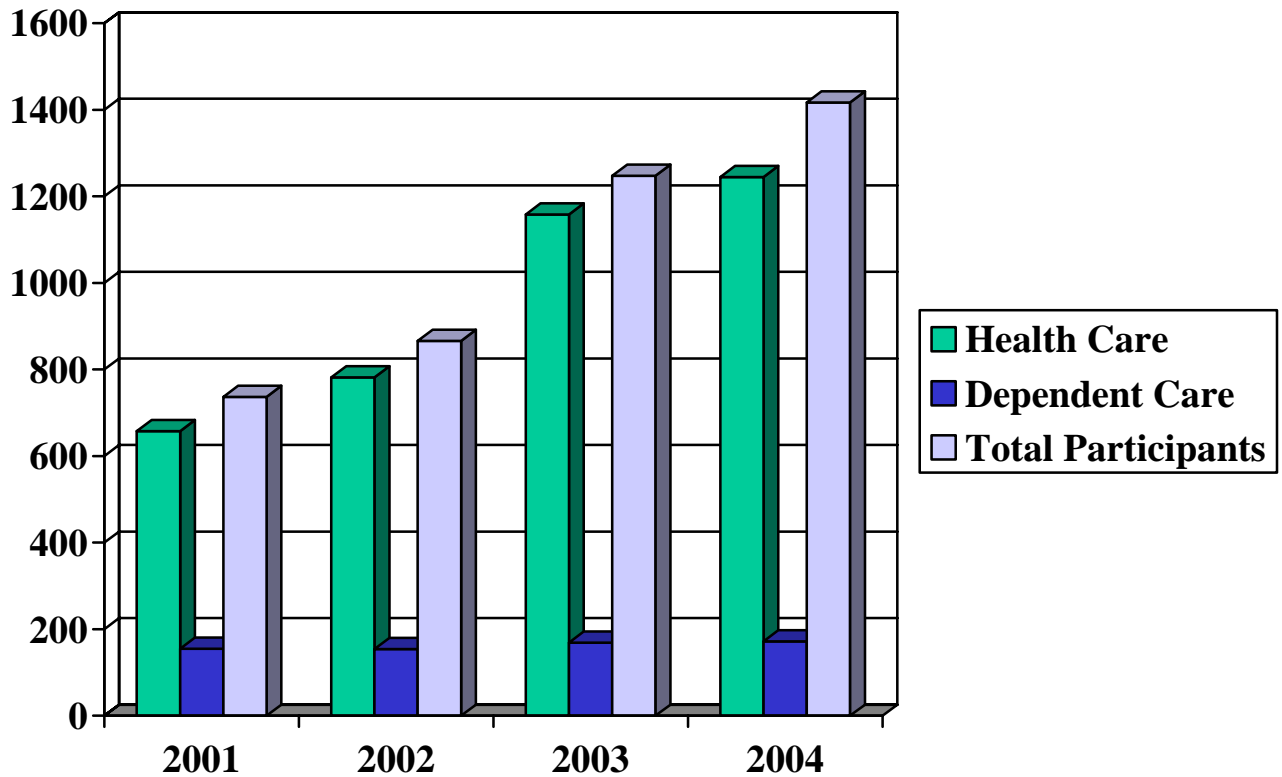
**Employee Assistance Services For You (E.A.S.Y.)  
State of Indiana Employee Assistance Program Data**

Category	CY 2000	CY 2001	CY 2002*	CY 2003
			1 <sup>st</sup> and 2 <sup>nd</sup> Quarter Only	
<b>Number of employees</b>	<b>31,984</b>	<b>33,532</b>	<b>33,487</b>	<b>36,178</b>
<b>Counseling Services</b>				
Total number of cases	2,451	2,326	654	1396
Percent Utilization	7.6%	6.9%	2.0%	3.8%
Average number of sessions per case	1.6	2.31	1.85	1.42
Number of counseling sessions per case				
One session	66.2%	43.3%	50.3%	70.4%
Two sessions	20.8%	24.2%	32.4%	21.9%
Three sessions	8.1%	14.8%	9.3%	5.5%
Four or more sessions	4.9%	17.7%	7.9%	2.2%
Referral Source				
Self	97.3%	93.9%	92.3%	95.1%
Other	2.7%	6.1%	7.7%	4.9%
Gender				
Male	36.3%	29.5%	32.3%	37.4%
Female	63.7%	70.5%	67.7%	62.6%
Assessed Problem				
Emotional / Stress	27.7%	28.2%	23.4%	25.0%
Family	16.8%	15.4%	16.3%	16.9%
Occupational	11.5%	15.1%	20.5%	12.3%
Relationship	15.2%	12.1%	10.6%	14.9%
Substance Abuse	12.2%	13.8%	10.6%	11.2%
Other	16.6%	15.4%	18.6%	19.7%
Additional referral (s) made	85.2%	80.1%	100%	66.8%
Additional referral (s) accepted	83.2%	76.0%	100%	66.6%
<b>Training / CISD</b>				
Total training / CISD dollars spent	\$23,750	\$27,615	\$17,580	\$16,373
Average cost / employee	\$.74	\$.82	\$.52	\$.45

\* Reporting program changed during first half of 2002 – investigating possibility of lost data underlying reduction in utilization.

# Flexible Spending Accounts

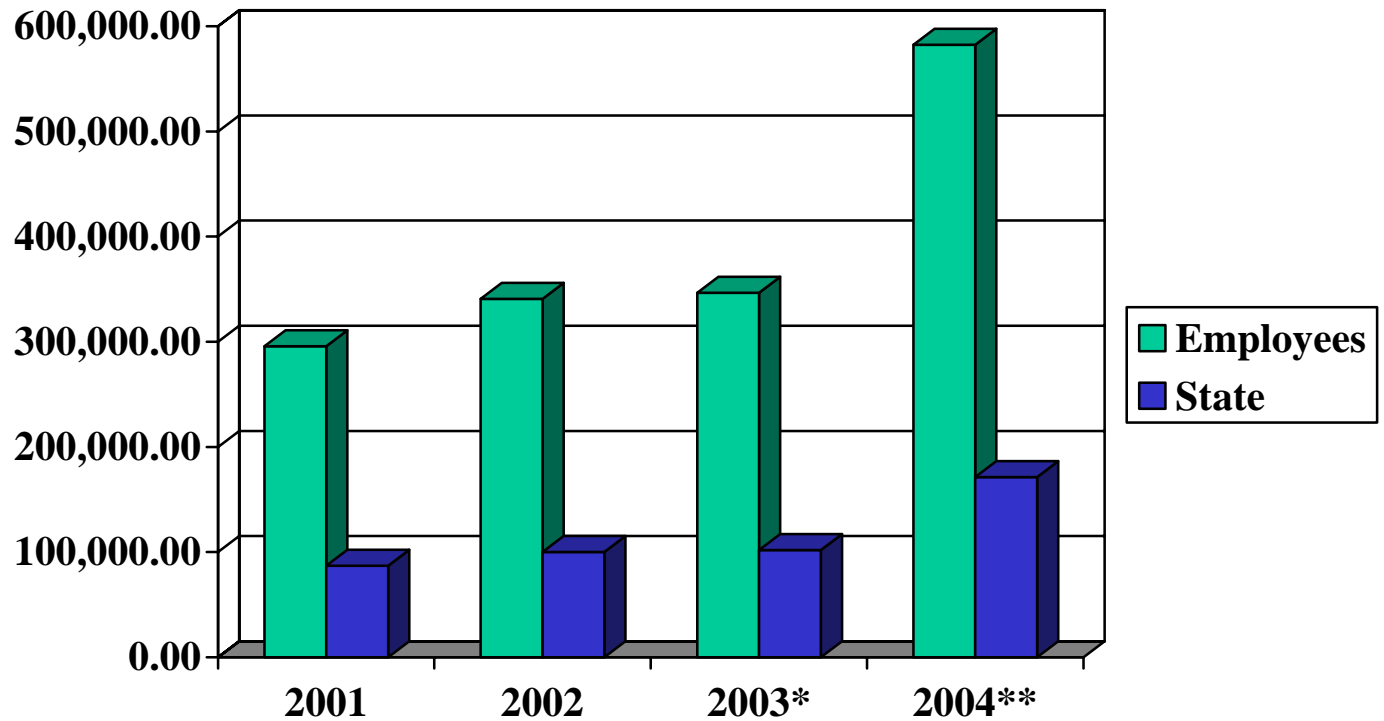
Number of Accounts/Participants



This chart shows the number of Health Care and Dependent Care accounts separately. It also shows the total number of participants for both accounts. Employees are eligible to participate in both plans.



# Flexible Spending Accounts Estimated Tax Savings



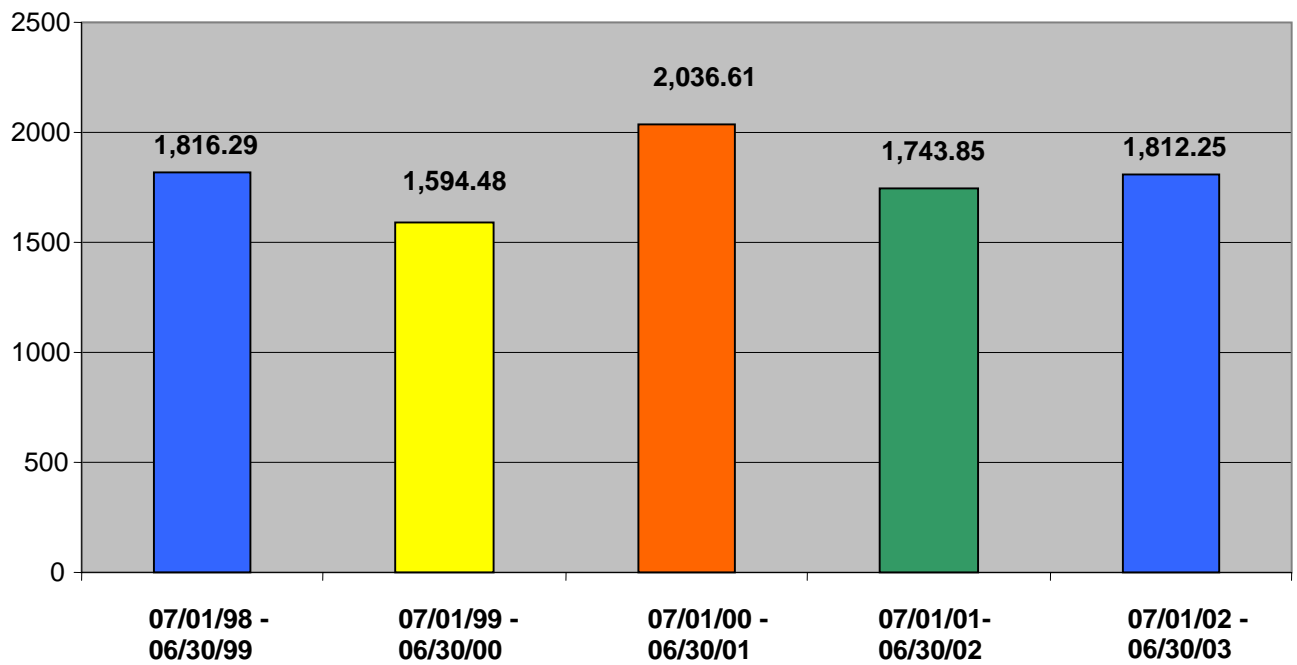
Dates are Plan Year ending dates.

This chart shows conservative estimates of income tax savings for participants based on 14% Federal Tax, 7.65% FICA, and 4.3% State plus .05% Local for a total of 26%. State savings are a reduction in matching FICA taxes of 7.65% on participant contributions.

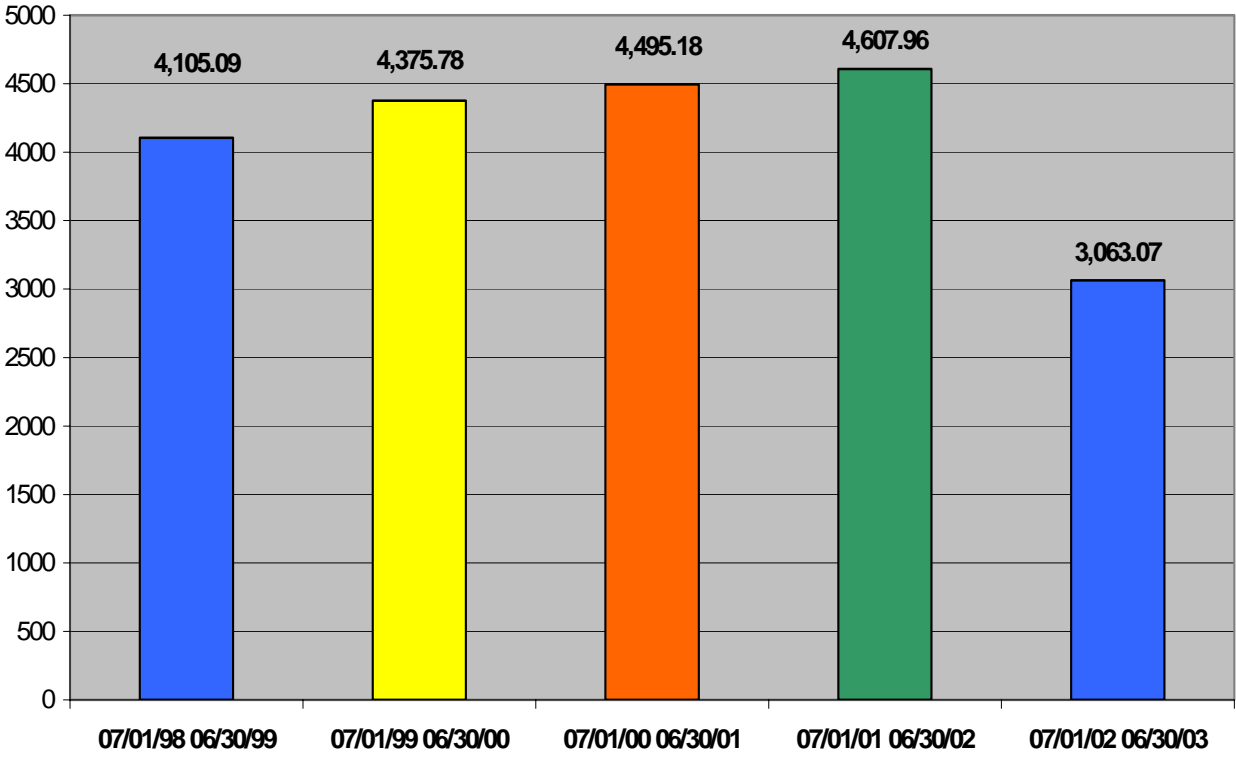
\* Partial year as of 09/29/03.

\*\* 2004 estimates are a projection based on current contributions.

**State of Indiana Workers Compensation Program**  
**Average Cost Per Claim**  
**As of 6/30/03**

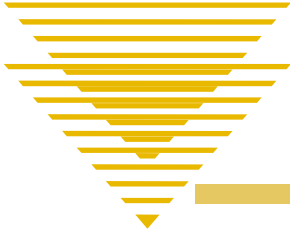


**State of Indiana Disability Program**  
**Average Cost Per Claim**  
**As of 6/30/03**



## **WORKFORCE PLAN FOR BENEFITS – 2003**

<b>Benefit Type</b>	<b>Funding Type</b>	<b>Who Pays What</b>	<b>Who is Eligible</b>	<b>Current Vendor</b>
<b>Health</b>				
<b>Indemnity:</b> Anthem Traditional Plan	Self-funded	state pays \$136.27/ single and \$381.61/ family of premiums; employee pays the balance for all plans, single and family	All active full-time state employees and their eligible dependents.	Anthem Insurance Co.
<b>HMOs:</b> Advantage	Fully insured			Advantage
Anthem HMO	Fully insured			Anthem Insurance Co.
Arnett	Fully insured			Arnett HMO
Humana	Fully insured			Humana
M Plan	Fully insured			M Plan
<b>Dental</b>				
Traditional Dental	Self-funded	Single and family; state pays 100%		Anthem Insurance Co.
DMO	Fully insured	Single and family; state pays 100%		Dental Network of America through Anthem Ins Co
<b>Vision</b>	Fully insured			
Vision	Fully insured	Single – state pays 100% Family – employee pays 100%		Spectera
<b>Life</b>				
Basic	Fully insured	state pays .13 cents* employee pays .129 cents* (*bi-weekly per \$1000 of annual salary, rounded to next \$1000) employee pays 100% employee pays 100%		American United Life Insurance
Supplemental Dependent				
<b>Long Term Care</b>				
Long Term Care Insurance	Fully insured	Employee pays 100%		Hartford Life Insurance
<b>Flexible Spending:</b>				
Medical	pre-tax salary reduction (medical & dep.)			FlexBen Corp
Dependent	unused leave conversion			Through Anthem Ins
Retiree Flexible				
<b>Taxsaver Program</b>	tax reduction	specified plan contributions paid prior to tax calculations		state sponsored
<b>EAP Program</b>		state pays 100%		Magellen through Anthem Insurance Co. Inc.



## INDIANA STATE GOVERNMENT GLOSSARY

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**AFSCME/Indiana Council 62:** American Federation of State, County and Municipal Employees.

**AGENCY:** A state or county department or division of the state service named specifically in the definition of “state service”, in the Act IC 4-15-2, all positions of which are under the same appointing authority.

**AVERAGE AGE:** The average age of all employees.

**AVERAGE YEARS OF SERVICE:** The average years of service of all employees in their respective sections.

**CALENDAR YEAR (CY):** January 1 through December 31.

**COMOT:** Clerical, Office Machine Operators and Technicians.

**CISD:** Critical Incident Stress Debriefing.

**EAP:** Employee Assistance Program. (Generic term).

**E.A.S.Y.:** Employee Assistance Services for You. Indiana State Government's Employee Assistance Program.

**EEO-4 CATEGORIES:** Equal Employment Opportunity Commission's (EEOC) eight occupational categories to which a given job class is assigned. There are eight EEO-4 categories.

**ESM:** Executive, Scientific, and Medical.

**FISCAL YEAR (FY):** Indiana State Government's fiscal year runs from July 1 through June 30.

**GENDER:** The number of men and women serving in the agency.

**IPLEA:** Indiana Professional Law Enforcement Association.

**LTC:** Labor, Trades, and Crafts.

**MERIT AGENCY:** Agency made subject to the State Personnel Act by the Indiana General Assembly.

**MINORITY:** The total number of Blacks, Hispanics, Asians, American Indians combined.

**PAT:** Professional, Administrative, and Technical.

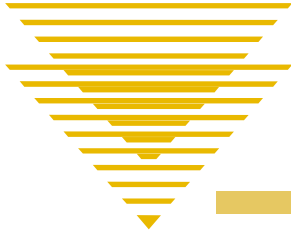
**POLE:** Protective Occupations-Law Enforcement.

**SAM COMOT:** Supervisory and Managerial-Clerical, Office Machine Operators and Technicians.

**SAM LTC:** Supervisory and Managerial-Labor, Trades and Crafts.

**SAM PAT:** Supervisory and Managerial-Professional, Administrative and Technological.

**UNITY Team Local 9212:** International Union, United Automobile, Aerospace and Agricultural Implement Workers; American Federation of Teachers.



## **INDIANA STATE GOVERNMENT AGENCY LISTING**

### **MERIT AGENCIES**

Animal Health, Board of  
Civil Rights Commission  
Correction, Department of  
Criminal Justice Institute  
Education Employment Relations Board  
Environmental Adjudication, Office of  
Environmental Management, Department of  
Family and Social Services Administration  
Fire and Building Services  
Governor's Planning Council for People with Disabilities  
Health, Department of  
Horse Racing Commission  
Historical Bureau  
Labor, Department of  
Library  
Personnel Department  
Protection & Advocacy Services Commission  
Public Employees' Retirement Fund  
Public Records, Commission on  
School for the Blind  
School for the Deaf  
State Emergency Management Services  
Teachers' Retirement Fund  
Workforce Development, Department of

### **AGENCIES NOT COVERED BY THE STATE PERSONNEL ACT (Non-Merit, Separately Elected Offices and Judicial Branch)**

Accounts, Board of  
Administration, Department of  
Adjutant General's Office  
Alcohol and Tobacco Commission  
Arts Commission  
Attorney General's Office  
Auditor of State  
Budget Agency  
Clerk of the Supreme and Appellate Courts

Community Services, Commission on  
Court of Appeals  
Education, Department of  
Ethics Commission  
Financial Institutions, Department of  
Gaming Commission  
Gaming Research  
Governor's Office  
Governor's Voluntary Action Commission  
Health Professions Bureau  
Human Resource Investment Council  
Information Technology Oversight Commission  
Insurance, Department of  
Integrated Public Safety Commission  
Judicial Center  
Law Enforcement Training Board  
Local Government Finance  
Lt. Governor's Office/Department of Commerce  
Motor Vehicles, Bureau of  
Natural Resources, Department of  
Professional Licensing Board  
Professional Standards Board  
Proprietary Education, Commission on  
Prosecuting Attorneys Council  
Public Access Counselor  
Public Defender's Office  
Public Defender Council  
Public Safety Training Institute  
Revenue, Department of  
Secretary of State  
State Police  
State Student Assistance  
Supreme Court  
Tax Court  
Tax Review  
Tobacco Use Prevention and Cessation Board  
Transportation, Department of  
Treasurer of State  
Utility Consumer Counselor  
Utility Regulatory Commission  
Veterans' Affairs  
War Memorial Commission  
Washington Liaison  
Workers' Compensation Board